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ABSTRACT

Data collected from library acquisition records on microfiche helped ascertain the effects of the Thor Power Tool Company Supreme Court decision in 1979 on a sampling of four randomly selected schools in the Atlanta Public School System between 1978 and 1985. Prior to this decision, some publishers kept a substantial inventory of backlist titles and took write-downs for income tax purposes; however, this decision mandates that, retroactive to 1979, inventory that is neither damaged nor sold at a discount must be taxed. The percentage of titles out of print between 1980 and 1985 increased at the elementary level, as expected, but an unexplained decrease was found at the high school level. A consistently higher ratio of hardback to paperback books ordered was found for 1980 to 1985 contrary to publishers' predictions. No correlation was found between the ratio of book price changes and the rate of inflation between 1978 and 1985. It was concluded that secondary and elementary school librarian's percentage of difficulty in obtaining additional and/or replacement titles had not increased significantly since 1980. Supporting statistical data are presented in 2 tables, 3 figures, and 16 appendices. A list of references is also provided. (KM)

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THE EFFECT OF THE THOR RULING ON SCHOOL LIBRARIAN'S ABILITY TO OBTAIN COPIES OF CHILDREN'S LITERATURE AND REFERENCE MATERIALS IN ATLANTA PUBLIC SCHOOLS

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by

GAYLE DOROTHY VAN LIEW

Presented in Partial Fulfillment of Requirements for the
Degree of Specialist in Education in the Department
of Curriculum and Instruction in the
College of Education
Georgia State
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Atlanta, Georgia

1986

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Abstract

THE EFFECT OF THE THOR RULING ON SCHOOL LIBRARIAN'S ABILITY TO OBTAIN COPIES OF CHILDREN'S LITERATURE AND REFERENCE MATERIALS IN ATLANTA PUBLIC SCHOOLS

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GAYLE DOROTHY VAN LIEW

Data collected from library acquisition records on microfiche helped ascertain the effects the Thor Power Tool Company Supreme Court decision had on a sampling of four randomly selected schools in the Atlanta Public School System between 1978 and 1985.

Prior to 1980, some publishers kept a substantial inventory of backlist titles and took write-downs for income tax purposes. Retroactive to 1979, inventory that is neither damaged nor sold at a discount must be taxed.

The percentage of titles out-of-print between 1980 and 1985 increased at the elementary level but declined at the high school level. The ratio of hardback to paperback books was directly related to budget allotments. No correlation existed between the ratio of book price changes to the rate of inflation between 1978 and 1985. Secondary and elementary school librarian's percentage of difficulty in obtaining additional and/or replacement titles has not increased significantly since 1980.

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I also wish to express my appreciation to Dr. Ramona Frasher, the professor who guided and encouraged me through the steps necessary to bring this paper to completion.

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Chapter 1 - Introduction

Statement of the Problem

Prior to 1980, some publishers kept a substantial inventory of backlist titles and took write-downs for income tax purposes. The Thor Power Tool Company Supreme Court decision made it clear that publishers using this method would no longer be allowed to do so. Therefore, discussion on the disposing of backlist titles ensued. The literature in publishing and library journals became a forum for opinions along with facts.

The question is when those stated facts began to become opinions and whether those opinions can be proved or disproved. By examining actual library order records, it is hoped that those opinions can be clarified.

Book and reference materials orders are stored on microfiche at the Atlanta Public Schools Processing Center. Because the records are computerized only from 1978 to the present, clear delineation of a "before and after Thor" may not be possible. Although there is a separate classification for paperbacks, there is no distinction between the listings of children's literature, reference materials, or professional texts.

The purpose of this study is to ascertain what, if any, effects this ruling has had on a sampling of high school and

elementary school librarians' ability to obtain hardback and/or paperback copies of children's literature and reference materials in the Atlanta Public School System.

Specific Questions to be Answered

1. In the chosen sample, what is the percentage of titles which have gone out-of-print in children's literature and reference materials prior to 1980?

2. In the chosen sample, what is the percentage of titles which have gone out-of-print in children's literature and reference materials since 1980?

3. In the chosen sample, what is the ratio of hardback books to paperback books ordered?

4. In the chosen sample, what has been the ratio of book price changes in available titles to the rate of inflation in the given time periods examined?

5. What is the percentage of difficulty that secondary and elementary school librarians have in obtaining additional and/or replacement titles?

Assumptions

The Atlanta Public Schools' library records have been computerized since 1978. Because of being accessible by microfiche, data from these records (to answer the previous questions) should be more readily obtainable than records from other school systems who, as yet, are not keeping computerized records. There is no reason to doubt that these records are accurate and complete. The time periods

seem not to be affected by other factors.

Definition of Terms

Backlist: "That slow trickle of [book] sales which will gradually reduce inventory; and which will yield small but constant and necessary profits." (Fischel, 1980, p. 17)

Elementary School: There is no uniform grade dispersion; varied grade levels for each individual school in the Atlanta Public Schools...comprised of K-3, K-5, 1-3, etc.

Inventory: Stock of any business.

IRS: Internal Revenue Service.

LIFO: A business accounting method "(last in, first out) is based upon the cost of the latest item to enter the inventory, reducing the profit margin for the entire inventory--good for taxes, bad for financial statements". (Benedik, 1979, p. 75; Fields, 1981, p. 20)

Market: "Replacement cost,...the price the taxpayer would have to pay on the open market to purchase or reproduce the inventory items." (Thor v. Commissioner, 1979, p. 534)

Remaindering: A procedure known in the trade book publishing business as the selling of books at less than cost. (Fischel, 1980, p. 17)

Secondary School: Middle School and High School combined for the purpose of this study.

Thor Power Tool Company: "Subsidiary of Stewart-Warner Corp., that had protested the IRS denial of its depreciation of an inventory of replacement parts". (Fields, 1980a, p. 12)

Thor Power Tool Company Ruling: "Warehouse goods can no longer be depreciated for tax purposes unless stock is reduced in value, disposed of, or some other action is taken to demonstrate that the market value of excess inventory had fallen below the original cost." (Nelson, 1980, p. 244)

Write-downs: "Inventory valued below 'market'." (Thor v. Commissioner, 1979, p. 522)

Chapter 2 - Review of Related Literature

In 1819, Justice John Marshall made this prediction, "The power to tax involves the power to destroy" (Fischel, 1980, p. 17). In January of 1979 a tax case, the Thor Power Tool Co. v. Commissioner of Internal Revenue, 439 US 522 (1979), was argued before the U.S. Supreme Court. This tax regulation stated, that in order to take a write-down for tax purposes, stock must be damaged or sold at a lower price. (Thor v. Commissioner, 1979, p. 522) According to Dahlin (1980), this regulation had been in effect for over 60 years but not enforced except when auditors spotted the "error" on business books. (p. 29) Thor's "error" was not the writing down of excess inventory but the holding on to that inventory and selling it at its original price rather than as discounted "scrap". Thor challenged the Commissioner when he maintained "that the write-down did not serve to reflect income clearly for tax purposes, disallowed the offset and the carryback to 1963". (Thor v. Commissioner, 1979, p. 524)

Publishing as a business was included in the ruling. (Fields, 1980b, 1980c, p. 10) As early as April 1978, warnings had gone out for "publishers to consider adopting the LIFO method (last-in-first-out) of valuing inventory, a procedure that takes inflationary profits into account"

(Dahlin, 1980, p. 29). There were off-the-record comments that "the ruling was basically fair" (Dahlin, 1980, p. 31). But comments in publishing and other periodicals began to appear: "the impact on library acquisitions will be critical" ("Publishers' Backlists", 1980, p. 329), "...will have 'devastating effects upon the dissemination of information'." (Fields, 1980d, p. 13), and '...as well as severely adverse cultural consequences for our whole society' (Fields, 1980a, p. 12). Fischel (1980) stated, "Thor will shorten the lives even of books that are considered successful, since few publishers will want to risk being left with excessive inventories if, as frequently happens, the rate of sale should suddenly slacken" (p. 18).

"In order to avoid a tax penalty, publishers will have to either sell most of their back stock at less than cost [remaindering], or destroy it." ("Publishers' Backlists", 1980, p. 329) Fields (1980a) states,

> The publishing fear is that without the depreciation for backlists, publishers not only would find it expedient to destroy the books instead of keeping them in their warehouses, they would be overly cautious in the future in the number of copies of new books they decide to print. (p. 12)

The cautiousness to the size of pressruns will cause librarians to be "more attuned to the need to purchase the most necessary titles soon after publication" (Nelson, 1980,

p. 244). "Thomas McCormack, president of St. Martin's Press, continues,

> ...But in the reference division, we print enough stock of a new reference book for three to five years, and so reference publishing becomes much less attractive than it used to be because we have to consider the cost or money even more carefully now. (Dahlin, 1982, p. 27)

With these fewer initial pressruns and fewer subsequent runs, costs will be forced up (Fields, 1980c, p. 10) and passed along to librarians (Gerhardt, 1980, p. 9) as well as the general public. Backlist strength ("...warehoused book stock...") ("Senate Committee", 1981, p. 14) lies in a slower but constant flow of warehouse-stored book sales. (Fischel, 1980, p. 18) Nelson (1980) concludes, "Librarians oversee budgets incapable of embracing even the best of what is annually printed..." (p. 244) "The Thor decision and IRS ruling will have a detrimental effect on all types of libraries throughout the country and their capacity to serve the changing, daily needs of their various users." ("Publishers' Backlists", 1980, p. 329) "The children's book world will be particularly affected...and will find not only backlist titles out-of-print but also slow-selling new titles, especially at income tax time." ("Are Children;s", 1981, p. 104) One bookshop keeper voiced her concern by saying, "In the past six months to a year, I've noticed many, many good books being declared out of print. These are

books we wouldn't expect to disappear that quickly. And some have been around for years and years..." (Dong, 1980, p. 36)

"Most libraries depend heavily on backlist inventories" ("Tax Law", 1980, p. 585) to purchase replacement copies (Dahlin, 1982, p. 28) and/or "...fill in gaps in their collections..." ("Publishers' Backlists", 1980, p. 329) The publishers' decisions to put books out of print will need reforming for "...fair notice to the public..." (Gerhardt, 1980, p. 9)

Justice Marshall's prediction becomes fact as Samuel Kleinberg, comptroller of Facts on File, said,

> ...We remaindered quite a few of our older titles, books we had written down. We destroyed books that didn't have any remainder value. So the public had to pay more for current titles, and it can't get books that used to be in print." (Dahlin, 1982, p. 28)

Although much has been written concerning Thor, there has not been any concrete information on just how much Thor has affected libraries in general and public school libraries in particular. The consensus of the opinions cited in this review stirred up strong feelings, but opinions do not necessarily get people to move toward solutions to problems. If, as the publishers believe, there needs to be a change in the law, legislators will need evidence based on data collected from the sources affected. This evidence will

enable lawmakers to make a decision either for or against changing the existing tax regulations.

Chapter 3 - Design of the Study

Description of Research Design

This study is descriptive in nature. It includes clarification of differences which have occurred when examining the records. The records of status reports of school librarians' open orders of children's literature and reference materials have been used. Because of the examination of primary records, this study is historical in design.

Sampling Procedures

The collection of data has been obtained from the Atlanta Public Schools' Processing Center where book and reference materials orders are stored on microfiche. The records are designated with appropriate lettering (i.e. OP = out-of-print). This has facilitated the gathering of specific information (i.e. quantity ordered, quantity received) rather than general. By counting titles from the microfiche information, entering those numbers and adding books-received prices in columns under stated criteria, the researcher has been able to mark occurrences.

The Atlanta Public Schools have 88 schools classified as Elementary, 10 classified as Middle School, and 22 classified as High School. For the purpose of this study, the Middle Schools and High Schools were combined and are

referred to as Secondary Schools. A listing of study-appropriate schools was cut so that names of schools could be drawn individually from a bowl. The ratio of three elementary school libraries to one secondary school library was randomly drawn.

Data-Gathering Instrument

An instrument was designed by the researcher which enabled the tabulation of data. The instrument was evaluated by fellow researchers who are library media specialists. Changes were made as a result of their suggestions. This revised instrument was tested on a school that was not a part of the initial drawing. Titles under the headings of ZW and HB are different titles ordered on a given date. These numbers are not the quantity of individual titles ordered since multiple copies of these individual titles may be ordered. A separate category was incorporated in order to answer the previously stated questions. (See Appendix A) An adjustment had to made in the counting procedure on the ordered side of the tally instrument because orders are carried over until received or otherwise cancelled. (See Appendices J-M)

Analysis of the data follows. Results of the analysis are noted in raw numbers. Frequencies have been tabulated, converted to percentages, then to ratios where applicable. In order to arrive at a workable cost analysis, the total of books received and their total cost were averaged to

obtain a "per book" cost average.

Chapter 4 - Results

The microfiche records of the Atlanta Public School System showed an increase in the percentage of titles which have gone out-of-print from May of 1978 through June of 1980 to August of 1980 through May of 1985. Burgess Elementary increased from 3.8% to 7.7%; Fickett Elementary increased from 3.7% to 8.0%; and Whitefoord Elementary increased from .6% to 7.8%. But the records also showed a decline in the percentage of titles which have gone out-of-print at the high school level. West Fulton High showed a decrease from 5.7% to 5.0%. (See Figure 1 and Appendix N)

The ratio of hardback books to paperback books ordered ranges at the high school level from 7 to 3 in 1978-79 to 9 to 1 in 1983-84. During the remainder of the designated years of the study it was 8 to 2. In the sampling of elementary schools, there were two years when the ratio was consistent among all three schools. In 1980-81, the ratio was 9 to 1 and in 1983-84 the ratio was 8 to 2. Only during three other school years did two schools match in ratios, therefore leaving two school years with ratios of 6 to 4, 9 to 1, and 7 to 3 which occurred in 1979-80. In the school year 1981-82 the ratios were 6 to 4, 7 to 3, and 8 to 2. (See Table 1) For the percentage of difference in the ratio

FIGURE 1

PERCENTAGE OF TITLES WHICH HAVE GONE OUT OF PRINT PRIOR TO 1980 AND SINCE 1980

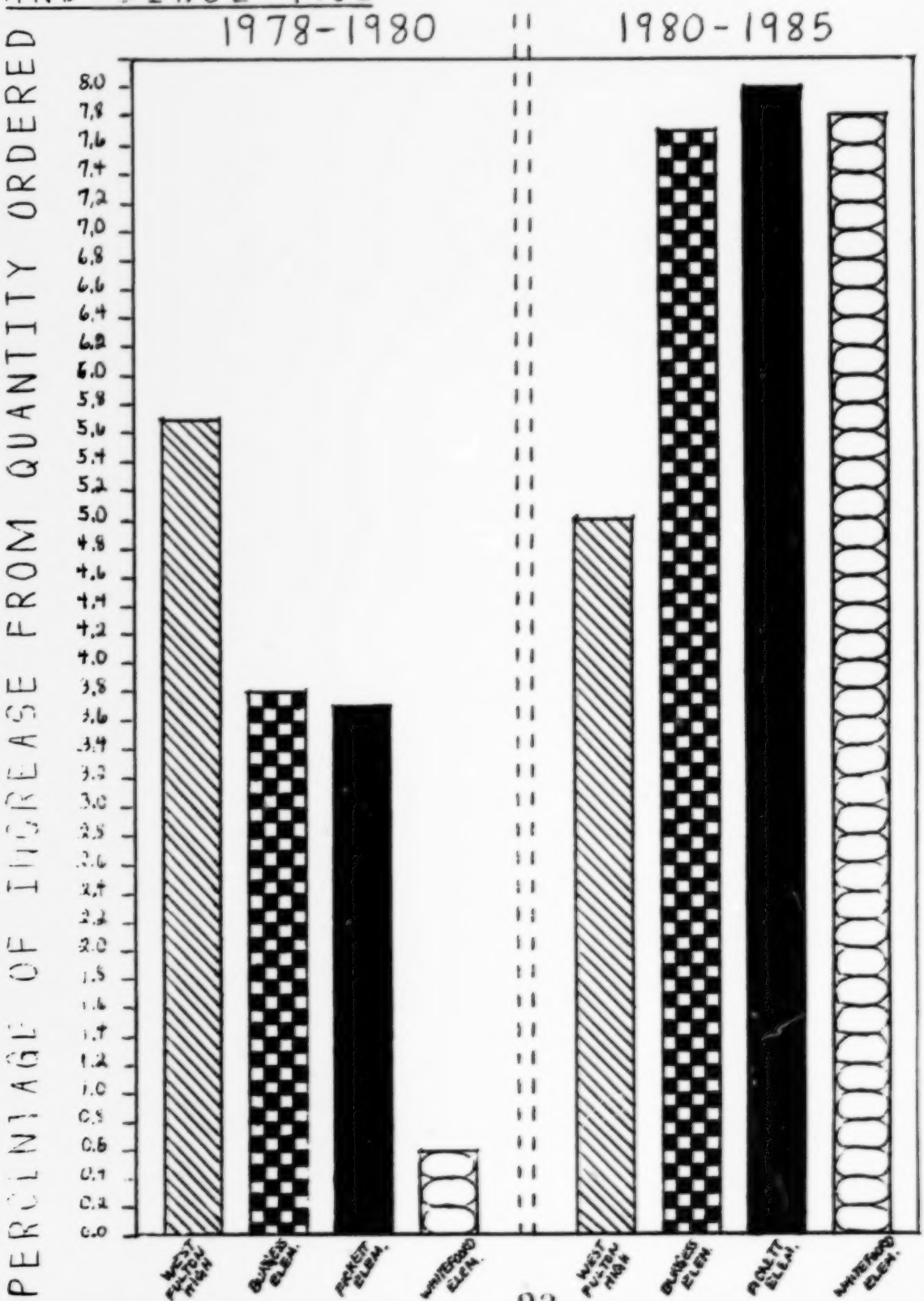


Table 1

Ratio of Hardback Books to Paperback Books Ordered

DATES	WEST FULTON HIGH	BURGESS ELEMENTARY	FICKETT ELEMENTARY	WHITEFOORD ELEMENTARY
	HB to ZW	HB to ZW	HB to ZW	HB to ZW
'78-'79	7 to 3	7 to 3	8 to 2	8 to 2
'79-'80	8 to 2	9 to 1	6 to 4	7 to 3
'80-'81	8 to 2	9 to 1	9 to 1	9 to 1
'81-'82	8 to 2	7 to 3	6 to 4	8 to 2
'82-'83	8 to 2	7 to 3	7 to 3	9 to 1
'83-'84	9 to 1	8 to 2	8 to 2	8 to 2
'84-'85	8 to 2	9 to 1	9 to 1	8 to 2

HB are hardback books.

ZW are paperback books.

of hardback books to paperback books see Appendix O.

The increase in the ordering of hardback books as opposed to paperback books is in conflict with what publishers predicted concerning the ability of librarians to order quality bound books, and at the same time, meet rigid budget requirements. The budgets are kept separate in the Atlanta Public School System.

When the ratio of book price changes in available book titles was compared to the rate of inflation between 1980 and 1985, no direct correlation was found. The inflation rates for those years were, respectively, 13.5%, 10.4%, 6.1%, 3.2%, and 4.2%. Although per book average prices fluctuated from year to year, that same fluctuation did not occur in the rate of inflation for the same time period.

For all four schools sampled, the range in the average book price was from $6.16 to $8.24 during 1980-81, $6.53 to $11.42 during 1981-82, $7.57 to $29.08 during 1982-83, $5.10 to $11.42 during 1983-84, and $9.21 to $17.77 during 1984-85. (See Table 2)

The percentage of difficulty that secondary and elementary school librarians have in obtaining additional and/or replacement titles has not increased significantly since 1980. With the exception of Whitefoord Elementary which had a 30% to 20% increase between 1982-83 and 1984-85 and West Fulton High showing a 50% to 55% increase between

Table 2

Per Book Price Average and Percentage of Rate of Inflation

DATES	WEST FULTON HIGH	BURGESS ELEMENTARY	FICKETT ELEMENTARY	WHITEFOORD ELEMENTARY	%
'78-'79	$7.29	$5.26	$5.10	$6.34	-----
'79-'80	$8.47	$8.52	$8.98	$5.35	-----
'80-'81	$6.16	$8.24	$6.65	$7.90	13.5%
'81-'82	$7.71	$7.49	$11.42	$6.53	10.4%
'82-'83	$9.97	$13.28	$29.08	$7.57	6.1%
'83-'84	$11.42	$8.32	$7.13	$5.10	3.2%
'84-'85	$9.33	$10.18	$17.77	$9.21	4.2%

1981-82 and 1983-84, the other two elementary schools in the sample fluctuated with scattered increases and decreases. (See Figures 2, Figure 3, and Appendix P)

FIGURE 2

PERCENTAGE OF DIFFICULTY IN OBTAINING ADDITIONAL AND/OR REPLACEMENT TITLES

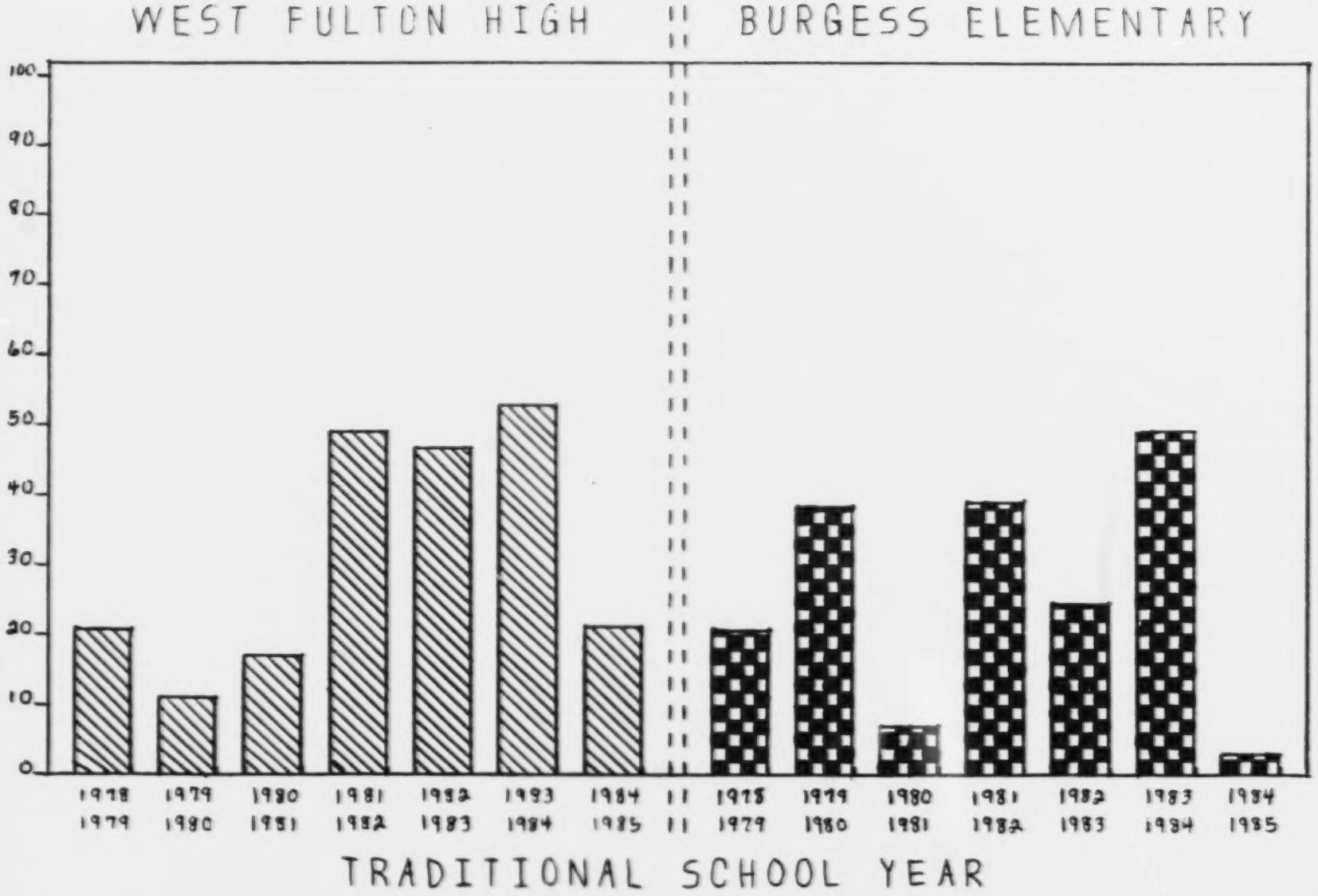
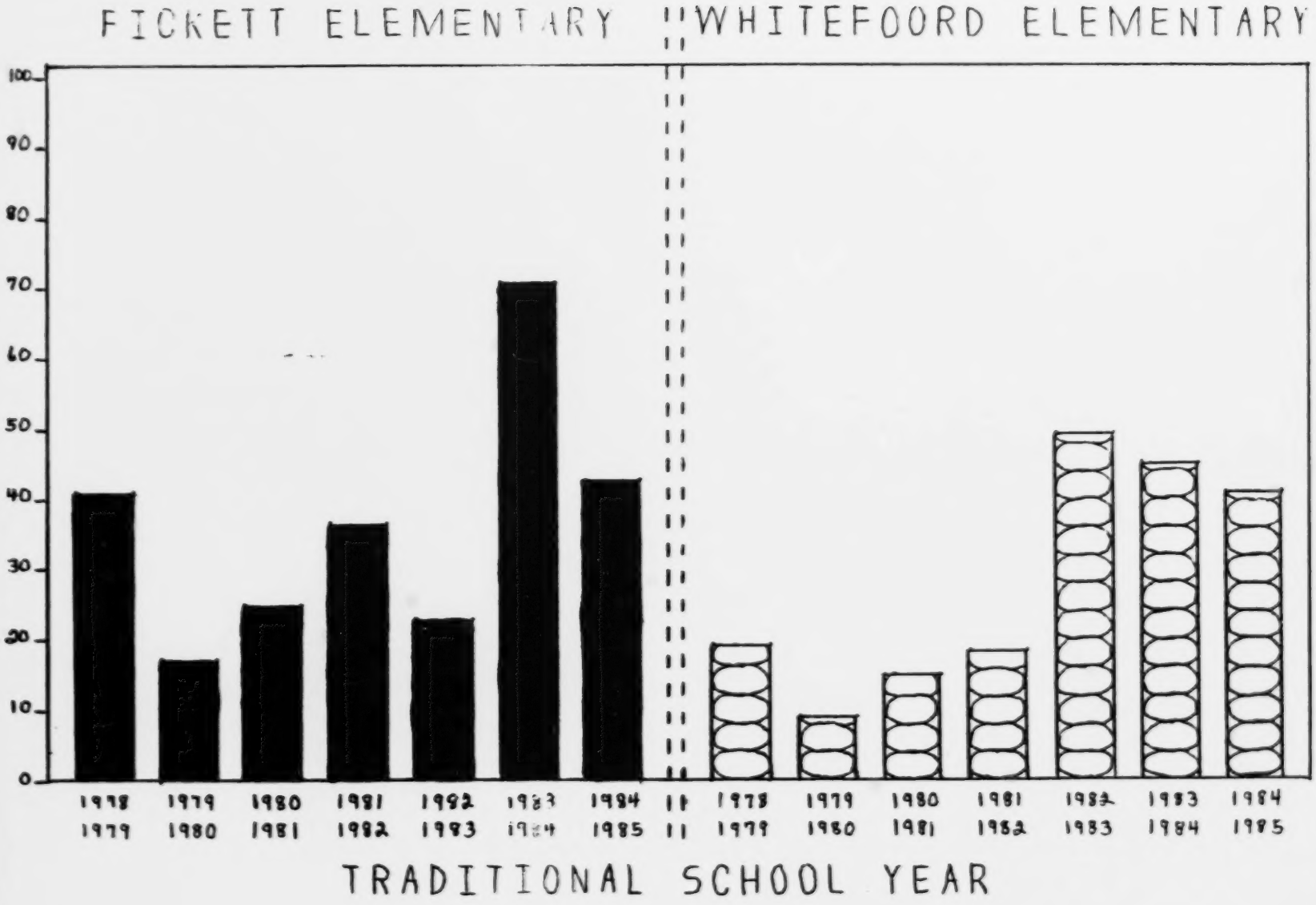


FIGURE 3

PERCENTAGE OF DIFFICULTY IN OBTAINING ADDITIONAL AND/OR REPLACEMENT TITLES



Chapter 5 - Summary, Conclusions, and Recommendations

Restatement of the Problem

The purpose of this study was to ascertain what, if any, effects the Thor Power Tool Company Supreme Court decision had on a sampling of high school and elementary school librarians' ease of obtaining children's literature and reference materials. Prior to 1980, some publishers kept a substantial inventory of backlist titles and took write-downs for income tax purposes. Retroactive to 1979, these write-downs may no longer take place. Inventory that is neither damaged nor sold at a discount must be taxed.

Description of the Procedures

A random drawing taken from Atlanta Public Schools classified 88 as Elementary, 10 as Middle School, and 22 as High School. The middle and high schools were combined and categorized as Secondary Schools. Three elementary schools and one high school were drawn from a bowl. These four schools were then located on the microfiche files stored at the Atlanta Public Schools Processing Center. The raw counting of numbers and costs was tabulated on a researcher designed instrument. (See Appendixes A-E) These raw numbers were totaled, frequencies noted, then ratios and percentages tabulated where applicable. (See Appendixes F-I)

Major Findings

In the chosen sample, the percentage of titles which have gone out-of-print in children's literature and reference materials between 1980 and 1985 had shown an increase at the elementary school level. The increase during this time period was expected as a result of the warnings issued by publishers as stated in Chapter 2 - Review of Related Literature. However, there is no explanation for the decrease during this same time period at the high school level sampled. (See Figure 1)

Table 1 shows a consistently higher ratio of hardback books to paperback books ordered. This high ratio is contrary to the predictions of publishers that school librarians would be unable to purchase quality books, assuming that hardback bindings would be cost prohibitive to school systems.

As stated previously, there is no direct correlation between the ratio of book price changes in available titles to the rate of inflation in the given time periods examined. (See Table 2) The price of Compton's Encyclopedia on February 7, 1980 was $109.00 and on March 17, 1983 its price was $349.00. This was an increase of $240.00 between winter of 1980 and spring of 1983. The price of World Book Encyclopedia was $299.25 on May 1, 1980 and $433.00 on November 1, 1984. (See Appendix J) This was an increase of $133.75 between spring of 1980 and autumn of 1984. It simply

does not match the rate of inflation which was 13.5% in 1980, 3.2% in 1983, and 4.2% in 1984. (See Table 2) The increased cost of these encyclopedias may be due to factors other than the rate of inflation.

As Figures 2 and 3 show, there has not been a significant increase in the percentage of difficulty that secondary and elementary school librarians have in obtaining additional and/or replacement titles. Although there has been a small increase in the percentage of titles not received, it seems that it has not had the critical and devastating effect that publishers warned would take place.

Conclusions

Because of the increase in the percentage of titles which have gone out-of-print from 1980 through 1985 in the sample of elementary schools, it would seem that Fischel's (1980) statement has been proven true, "Thor will shorten the lives even of books that are considered successful..." and "The children's book world will be particularly affected...and will find not only backlist titles out-of-print but also slow-selling new titles, especially at income tax time." ("Are Children's, 1981, p. 104) But the researcher reminds the reader of the unexplained decline at the high school level sampled during this same time period.

In reference to Nelson's (1980) conclusion that, "Librarians oversee budgets incapable of embracing even the best of what is annually printed" (p. 244) it seems,

overall, librarians find their way clear to order quality, at least in terms of hardback binding. According to the Librarian in Charge of Processing in the Atlanta Public School System, "Budget distribution is decided by the principal and/or librarian. Some of these figures could take into effect a change in personnel in these schools during any one of these years. They have to order paperbacks with their paperback budget and hardbacks with their hardback budget." (C. Mann, personal communication, April 11, 1986)

As for book prices rising, there doesn't seem to be any reason for the fluctuation of per book costs except that, "In order to avoid a tax penalty, publishers will have to either sell most of their back stock at less than cost [remaindering], or destroy it." ("Publishers' Backlists", 1980, p. 329) "With these fewer initial pressruns and fewer subsequent runs, costs will be forced up"(Fields, 1980c, p. 10)"and passed along to librarians"(Gerhardt, 1980, p. 9).

In answer to the difficulty that secondary and elementary school librarians have in obtaining additional and/or replacement titles, Fields (1980a) states,

> The publishing fear is that without the depreciation for backlists, publishers not only would find it expedient to destroy the books instead of keeping them in their warehouses, they would be overly cautious in the future in the number of copies of new books they

decide to print. (p. 12)

"Most libraries depend heavily on backlist inventories" ("Tax Law", 1980, p. 585) to purchase replacement copies (Dahlin, 1982, p. 28) and/or "...fill in gaps in their collections..." ("Publishers' Backlists", 1980, p. 329)

Even back to the school year 1978-1979, the percentage of difficulty to acquire replacement and/or additional titles has not been consistently high, so caution must be used in concluding that the Thor ruling was responsible. "As we received word that certain titles were out-of-print, we deleted as many as possible from the database thus preventing orders from going through. The schools in question may have tried to order some of the deleted titles." (C. Mann, personal communication, April 11, 1986)

What has been the effect of the Thor ruling on school librarians' ability to obtain copies of children's literature and reference materials in Atlanta Public Schools? This study of four schools has supported the publishing companies' warnings of children's literature and reference materials going out-of-print, disproved a rise in acquisition of inferior book binding quality, and was inconclusive in the results of rising per book prices and the percentage of difficulty librarians have in obtaining additional and/or replacement titles.

Recommendations

This has been a study of only three elementary schools

and one high school. It is only a beginning to the pros and cons to changing a tax law. But is a change in a 60 year old tax law needed?

More studies of public library records previous to 1978 may need to be conducted. Questions concerning production costs versus tax penalties may need to be considered. Two questions in particular arose during this study. One concerned the possibility of government regulations of pollution at paper mills across the country influencing the increased cost of books rather than tax penalties for backlists. The other question concerned the lower rate of inflation between 1980 and 1984. How greatly does one political party or another's dominance in our country affect this rate of inflation? Just how far does it carry over into the publishing business which in turn influences our public school libraries?

Some responsibility must be shared by the publishers to notify not only librarians and teachers, but the general public as well, of their intent to destroy or declare titles out-of-print. What would constitute a fair notification of intent to discontinue titles? Most publishing companies are aware of school systems' budgets and time limits in which to spend or consequently lose the moneys allotted. According to Gerhardt (1980), the publishers' decisions to put books out-of-print will need reforming for "...fair notice to the public..." (p. 9).

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Appendix A
Microfiche Historical Data Collection Instrument

AGENCY #

SCHOOL NAME:

DATE	TITLES		BACKORDERS		CANCELLATION						QUANTITY		COST	NP
	ZW	HB	POL	WR	CAN	OP	TOS	NOP	NYP	POS	ORD	REC		

APPENDIX B

MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 23165 (4/12/79) 23354 (5/7/79) 23354 (7/25/79 SCHOOL NAME: West Fulton High School

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-11-78	35	30	-	-	-	-	-	1	-	-	77	25	165.05	6
5-25-78	23	27	-	-	-	-	-	-	-	-	55	8	31.77	2
6-8-78	29	27	-	-	-	1	-	-	-	-	49	29	111.15	4
6-22-78	11	18	-	-	-	1	-	-	-	-	17	5	42.81	-
8-10-78	7	15	-	-	-	2	-	2	-	-	22	9	114.39	3
9-7-78	16	16	-	-	-	-	-	-	-	-	38	2	87.00	-
9-21-78	16	16	-	-	-	-	-	-	-	-	38	3	92.29	-
10-5-78	40	37	-	-	-	-	1	-	-	-	122	2	1.50	-
11-2-78	56	63	-	-	-	1	-	-	-	-	188	17	119.10	6
11-16-78	56	63	-	-	-	2	-	-	-	-	185	52	337.14	11
12-1-78	67	53	-	-	-	1	1	-	-	-	189	9	33.04	-
12-13-78	67	53	-	-	-	4	1	-	-	-	184	58	302.30	7
1-4-79	63	35	-	-	-	-	-	-	-	-	161	17	106.28	4
1-18-79	63	35	-	-	-	4	-	-	-	-	148	38	174.43	7
2-1-79	47	22	-	-	-	1	-	-	-	-	111	19	79.49	2
2-15-79	48	23	-	-	-	1	-	-	-	-	111	37	147.26	3
3-1-79	47	22	-	-	-	-	1	-	-	-	99	12	41.22	2
3-15-79	47	22	-	-	-	-	1	-	-	-	99	29	126.24	3
3-30-79	47	22	-	-	-	-	1	-	-	-	99	29	126.24	3
4-12-79	47	32	-	-	-	2	1	-	-	-	92	40	132.59	6
4-26-79	35	22	-	-	1	-	-	-	-	-	53	1	—	—
5-10-79	36	23	-	-	1	1	1	-	-	-	84	11	56.44	2
5-24-79	31	21	-	-	8	1	-	-	-	-	61	1	3.95	-
6-7-79	31	27	-	-	5	3	-	-	-	-	70	6	10.20	2
6-21-79	26	20	-	-	-	-	-	-	-	-	64	1	7.50	-
6-28-79	26	20	-	-	-	2	-	-	-	-	61	9	463.80	3
7-25-79	20	22	-	-	1	2	-	-	-	-	48	10	479.25	1
8-9-79	20	22	-	-	1	3	-	-	-	-	47	22	608.98	2
8-23-79	15	4	-	-	-	-	-	-	-	-	26	1	20.00	-
9-20-79	49	58	-	-	-	-	-	-	-	-	177	0	—	—
10-18-79	63	83	-	-	-	3	-	-	-	-	228	86	287.34	12
11-1-79	45	96	-	-	-	5	-	-	-	-	282	133	500.48	17
11-15-79	61	45	-	-	-	3	-	-	-	-	145	6	121.77	-
11-29-79	67	87	-	-	1	3	2	-	1	1	197	25	234.11	4
1-2-80	24	86	-	-	-	1	-	-	-	-	195	43	218.06	5
1-10-80	46	74	-	-	-	6	2	-	-	2	140	37	246.64	5
1-24-80	46	74	-	-	-	9	2	-	-	2	135	59	406.58	9
2-7-80	30	30	-	-	-	1	-	-	-	1	74	16	205.54	1
2-21-80	30	31	-	-	-	1	-	-	-	1	75	25	263.36	3
3-6-80	23	17	-	-	-	-	-	-	-	-	50	4	115.25	—
3-19-80	30	17	-	-	-	1	-	-	-	-	55	22	190.46	-
4-3-80	18	10	-	-	-	-	-	-	-	-	33	5	56.85	2
4-17-80	18	14	-	-	-	-	-	-	-	-	37	5	56.85	2
5-1-80	18	11	-	-	1	-	-	-	-	-	31	6	318.69	-
5-15-80	18	12	-	-	1	-	-	-	-	-	32	7	319.40	-

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

How to do it Ency. (5-25-78) $34.00 (REC.)
Ency. of Physics (8-16-78) $39.50 (REC)
Ency. Americana (30 vol.) (6-25-79) $419.00 (REC)
" " " (7-25-79) " "
" " " (8-9-79) " "
Compton's Ency. (26 vol.) (2-7-80) $109.00 (REC)
" " " (2-21-80) " "
World Book Ency. (20 vol.) (5-1-80) $297.25 (REC)
" " " " (5-15-80) " "

BEST COPY AVAILABLE

APPENDIX B

MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 23854 (7-25-79) SCHOOL NAME: West Fulton High School

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-29-80	12	14	—	—	—	—	—	—	—	—	32	1	37.50	—
6-12-80	12	14	—	—	—	—	—	—	—	—	32	4	51.35	—
6-19-80	9	13	—	—	—	—	—	—	—	—	28	2	11.40	—
6-26-80	7	13	—	—	—	—	—	—	—	—	28	13	123.07	2
8-13-80	5	7	—	—	—	—	—	—	—	—	15	1	2.50	—
8-14-80	5	7	—	—	—	1	—	—	—	—	12	2	32.47	—
8-25-80	3	6	—	—	—	—	—	—	—	—	10	0	——	—
9-11-80	36	61	—	—	—	—	—	—	—	—	49	0	——	—
9-25-80	56	62	—	—	1	—	—	—	—	—	148	0	——	—
10-4-80	56	64	—	—	2	—	1	—	—	—	146	1	7.96	—
10-23-80	54	61	—	—	—	1	—	—	—	-1	145	85	519.48	12
11-6-80	82	79	—	—	—	1	—	—	—	1	220	88	318.38	13
11-20-80	54	39	—	—	—	2	—	—	—	—	130	31	674.56	1
12-4-80	84	39	—	—	—	2	—	—	—	—	168	94	184.56	3
12-18-80	84	37	—	—	—	2	—	—	—	—	168	100	195.63	3
1-8-81	40	38	—	—	—	1	3	—	—	2	212	26	154.51	3
1-22-81	22	81	—	—	—	—	—	—	—	—	172	14	160.33	—
2-12-81	94	30	—	—	9	—	—	—	—	—	191	26	197.33	—
2-25-81	97	30	—	—	9	7	—	—	—	—	181	85	267.36	17
3-26-81	102	30	—	—	9	7	4	—	—	1	178	135	958.21	22
4-2-81	32	103	—	—	9	7	4	—	—	1	181	147	1024.66	27
4-16-81	9	19	—	—	—	—	—	—	—	—	37	14	138.07	—
4-30-81	17	45	—	—	1	1	—	—	—	1	70	17	152.30	1
5-14-81	15	35	—	—	—	—	—	—	—	1	57	9	114.35	1
6-4-81	13	38	—	—	—	—	—	—	—	1	58	36	361.55	3
6-11-81	7	13	—	—	—	—	—	—	—	—	25	5	81.17	—
6-18-81	7	13	—	—	1	—	—	—	—	—	24	5	81.17	—
6-25-81	5	12	—	—	—	—	3	—	—	1	17	7	106.75	1
7-11-81	5	12	—	—	—	—	3	—	—	1	17	7	106.75	1
9-12-81	1	8	—	—	3	—	—	—	—	—	10	7	102.73	1
9-10-81	4	33	—	—	—	—	1	—	—	—	46	2	——	—
10-8-81	28	95	—	—	—	—	—	—	—	—	37	2	——	—
10-22-81	28	95	—	—	1	3	—	—	—	—	131	21	246.80	3
11-5-81	51	132	—	—	—	—	—	—	—	—	213	3	8.95	—
11-19-81	51	132	—	—	—	11	—	—	—	—	202	51	482.72	26
1-14-82	14	51	—	—	—	2	—	—	—	2	78	24	192.75	6
2-11-82	14	49	—	—	—	1	—	—	—	—	27	5	25.26	1
2-25-82	17	49	—	—	1	2	1	—	—	3	66	19	125.18	4
3-11-82	31	39	—	—	—	3	3	—	—	2	69	20	111.61	5
3-25-82	31	39	—	—	—	5	5	—	—	3	64	25	154.06	5
4-6-82	35	19	—	—	—	3	—	—	—	—	51	16	76.15	4
4-22-82	35	19	—	—	—	3	—	—	—	2	49	16	76.15	4
5-6-82	26	16	—	—	—	1	—	—	—	—	41	10	52.55	1
5-20-82	26	17	—	—	—	1	—	—	—	—	42	13	142.45	1
6-3-82	15	15	—	—	—	—	—	—	—	—	30	4	21.07	1

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

ENCY. BRITANNICA (30 VOL.) (11-20-80) $529.00 (REC)

APPENDIX B
MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 23354 (7-25-74) SCHOOL NAME: West Fulton High School

DATE	TITLES ORDERED ZW	TITLES ORDERED HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-17-82	21	15	—	—	—	—	—	—	—	—	36	4	21.07	1
6-24-82	19	9	—	—	—	—	—	—	—	—	28	4	43.64	1
7-23-82	19	4	—	—	1	2	2	—	—	1	22	15	124.82	1
8-19-82	4	3	—	—	1	—	1	—	—	—	5	1	13.29	—
9-9-82	24	52	—	—	1	—	1	—	—	—	25	1	13.29	—
9-23-82	34	49	—	—	—	—	—	—	—	—	65	1	4.50	—
10-7-82	24	49	—	—	1	—	—	—	—	—	123	1	4.50	—
10-21-82	20	49	—	—	—	6	—	—	—	—	113	48	363.27	11
11-18-82	28	56	—	—	—	1	—	—	—	—	127	2	17.47	—
12-2-82	30	59	—	—	—	1	—	—	—	—	139	4	51.12	—
12-16-82	28	56	—	—	—	—	—	—	—	—	130	—	—	—
1-6-83	28	58	—	—	—	—	—	—	—	—	133	—	—	—
1-20-83	45	86	—	—	1	11	—	—	—	2	177	51	415.41	8
2-3-83	45	84	—	—	1	12	1	—	—	4	171	65	510.84	12
2-17-83	21	44	—	—	—	—	—	—	—	—	106	—	—	—
3-3-83	21	44	—	—	—	—	—	—	—	—	106	20	130.21	2
3-17-83	24	47	—	—	—	1	3	—	1	1	104	5	369.08	—
4-7-83	28	47	—	—	—	1	2	—	1	1	105	20	363.08	4
4-21-83	24	47	—	—	—	—	1	—	—	—	100	11	59.85	—
5-5-83	24	47	—	—	—	5	1	2	—	—	92	53	346.96	7
5-19-83	4	35	—	—	—	—	—	—	—	—	39	—	—	—
6-2-83	5	35	—	—	—	—	—	—	—	—	39	—	—	—
6-16-83	5	37	—	—	—	—	—	—	—	—	41	—	—	—
6-23-83	5	37	—	—	—	—	—	—	—	—	41	3	36.44	—
7-14-83	5	37	—	—	—	—	—	—	—	—	41	3	36.44	—
8-11-83	—	1	—	—	—	—	—	—	—	—	1	—	—	—
8-25-83	—	1	—	—	—	—	1	—	—	—	—	—	—	—
9-8-83	11	34	—	—	—	—	—	—	—	—	54	—	—	—
9-22-83	11	34	—	—	—	—	—	—	—	—	54	—	—	—
10-6-83	14	44	—	—	1	—	—	—	—	—	70	—	—	—
10-20-83	14	44	—	—	1	4	—	—	—	—	66	22	207.27	—
11-3-83	17	66	—	—	—	—	—	—	—	—	107	3	18.43	—
11-17-83	17	66	—	—	—	—	—	—	—	—	107	3	18.43	—
12-1-83	29	72	—	—	—	—	—	—	—	—	132	4	13.60	—
12-15-83	29	72	—	—	—	—	—	—	—	—	132	12	35.75	—
1-12-84	27	72	—	—	—	—	—	—	—	—	130	5	44.13	—
1-26-84	27	72	—	—	—	5	4	—	—	1	117	25	146.66	—
2-9-84	23	58	—	—	11	—	4	—	—	—	90	5	14.30	—
2-23-84	24	69	—	—	11	—	4	—	—	—	107	9	31.85	—
3-8-84	33	67	—	—	—	—	—	—	—	—	128	6	55.82	—
3-22-84	33	67	—	—	—	6	—	—	—	—	122	40	383.39	—
4-5-84	33	44	—	—	—	—	—	—	—	2	97	4	431.85	—
4-26-84	33	44	—	—	1	1	—	—	—	1	94	22	553.37	1
5-10-84	29	41	—	—	—	4	—	—	—	—	82	12	121.16	—
5-24-84	29	41	—	—	—	4	—	—	—	—	82	33	311.11	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

COMPTON'S ENCY. (26 vol.) (3-17-83) $345.00 (REC)
" " " (4-7-83) " "
WORLD BOOK ENCY. (22 vol.) (4-5-84) $433.00 (REC)
" " " (4-26-84) " "

APPENDIX B

MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 23534 (7-25-79) SCHOOL NAME: West Fulton High School 30

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-3-84	19	25	—	—	—	—	—	—	—	—	54	5	12.68	—
6-21-84	31	27	—	—	—	—	—	—	—	—	65	5	12.68	—
7-19-84	23	27	—	—	—	4	2	—	—	1	55	16	116.40	—
8-9-84	16	15	—	—	13	—	—	—	—	—	23	7	44.08	—
8-23-84	16	15	—	—	13	1	—	—	—	—	22	10	65.03	—
9-6-84	28	29	—	—	1	—	—	—	—	—	85	—	—	—
9-20-84	29	29	—	—	1	—	3	—	—	2	78	—	—	—
10-4-84	32	53	—	—	—	—	—	—	—	—	121	4	27.90	—
10-19-84	32	53	—	—	—	—	1	—	—	1	118	27	266.01	—
11-1-84	29	66	—	—	—	—	—	—	—	—	129	7	73.79	—
11-15-84	29	66	—	—	—	1	—	—	—	—	128	54	329.15	—
11-29-84	6	66	—	—	—	—	—	—	—	—	47	1	6.95	—
12-12-84	6	66	—	—	—	1	—	—	—	—	85	15	113.82	1
1-10-85	10	67	—	—	—	3	—	—	—	—	85	19	208.37	—
1-24-85	10	67	—	—	—	4	1	—	—	—	82	39	398.44	—
2-7-85	8	40	—	—	—	—	—	—	—	—	58	6	77.78	—
2-21-85	8	40	—	—	—	3	2	—	—	—	51	14	177.38	—
3-7-85	7	24	—	—	—	—	—	—	—	—	37	—	—	—
4-18-85	7	45	—	—	—	—	1	—	—	—	59	3	30.86	—
4-22-85	7	45	—	—	—	1	1	—	—	—	58	7	72.46	—
5-2-85	6	39	—	—	—	—	—	—	—	—	51	—	—	—
5-9-85	6	39	—	—	—	—	—	—	—	—	50	—	—	—
5-16-85	5	39	—	—	—	—	—	—	—	—	50	—	—	—
5-30-85	5	48	—	—	—	—	—	—	—	—	62	—	—	—
6-6-85	8	48	—	—	—	—	—	—	—	—	62	—	—	—
6-20-85	5	48	—	—	—	—	—	—	—	—	62	4	64.80	—
7-17-85	5	44	—	—	—	1	8	—	—	1	45	29	322.40	—
8-15-85	4	12	—	—	1	—	1	—	—	—	14	11	114.34	—
8-29-85	20	27	—	—	1	—	1	—	—	—	45	11	114.34	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

APPENDIX C
MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 44070 (4-26-78) 44070 (5-78) 42119 (7-25-79 SCHOOL NAME: BURGESS ELEMENTARY

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-11-78	25	10	—	—	—	—	—	—	—	—	34	14	45.60	6
5-25-78	14	9	—	—	1	1	—	—	—	—	26	3	7.25	1
6-8-78	9	14	—	—	1	1	—	—	—	—	26	17	70.55	2
6-22-78	8	5	—	—	—	—	—	—	—	—	13	1	—	1
8-10-78	8	5	—	—	—	3	—	—	—	—	10	5	20.69	1
9-7-78	20	21	—	—	—	—	—	—	—	—	46	1	—	1
9-21-78	20	21	—	—	—	—	—	—	—	—	46	2	12.00	1
10-5-78	24	31	—	—	—	—	—	—	—	—	63	1	—	1
11-2-78	24	31	—	—	—	—	—	—	—	—	63	24	107.89	9
11-16-78	24	31	—	—	—	—	—	—	—	—	63	38	160.24	11
12-1-78	16	9	—	—	—	—	—	—	—	—	27	4	7.52	1
12-13-78	16	9	—	—	—	—	—	—	—	—	27	7	14.37	2
1-4-79	16	38	—	—	—	—	—	—	—	—	56	3	13.98	1
1-18-79	16	38	—	—	—	—	—	—	—	—	56	6	25.83	1
2-1-79	17	41	—	—	—	—	—	—	—	1	55	2	3.95	1
2-15-79	14	41	—	—	—	1	—	—	—	1	54	7	20.20	4
3-1-79	9	38	—	—	—	—	—	—	—	—	48	9	43.48	2
3-15-79	9	38	—	—	—	1	—	—	—	—	47	14	83.68	4
3-30-79	11	47	—	—	—	1	—	—	—	—	58	17	154.53	6
4-12-79	11	47	—	—	—	1	—	—	—	—	58	17	154.53	6
4-26-79	11	36	—	—	1	—	—	—	—	—	42	1	—	—
5-10-79	11	32	—	—	1	2	—	—	—	—	42	11	100.02	1
5-24-79	9	21	—	—	—	—	—	—	—	—	31	5	58.93	1
6-7-79	11	24	—	—	—	—	—	—	—	—	37	5	58.93	1
6-21-79	11	20	—	—	—	—	—	—	—	—	32	2	8.04	—
6-28-79	11	20	—	—	—	—	—	—	—	—	32	6	32.23	3
7-25-79	11	14	—	—	—	—	—	—	—	—	26	5	35.81	1
8-9-79	11	14	—	—	—	—	—	—	—	—	26	13	102.39	1
8-23-79	8	6	—	—	—	—	—	—	—	—	14	6	13.26	2
9-20-79	3	5	—	—	—	—	—	—	—	—	8	—	—	—
10-18-79	13	28	—	—	—	—	—	—	—	—	42	—	—	—
11-1-79	13	28	—	—	—	1	—	—	—	—	41	20	243.71	4
11-15-79	10	10	—	—	—	1	—	—	—	—	20	—	—	—
11-29-79	11	19	—	—	—	1	—	—	—	—	30	7	57.59	1
1-3-80	4	19	—	—	—	—	—	—	—	—	23	2	3.45	—
1-16-80	7	14	—	—	—	—	—	—	—	—	21	7	38.65	1
1-24-80	7	14	—	—	—	1	—	—	—	—	20	4	47.55	1
2-7-80	4	7	—	—	—	—	—	—	—	—	11	—	—	—
2-21-80	9	43	—	—	—	—	—	—	—	—	59	2	16.35	—
3-6-80	8	42	—	—	—	—	—	—	—	—	57	—	—	—
3-19-80	8	42	—	—	—	—	—	—	—	—	57	1	8.12	—
4-3-80	8	41	—	—	—	—	—	—	—	—	56	5	29.01	—
4-17-80	8	41	—	—	—	—	—	—	—	—	56	5	29.01	—
5-1-80	7	37	—	—	1	2	1	—	—	—	47	35	345.51	9
5-15-80	7	37	—	—	1	2	1	—	—	—	47	35	345.51	9

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

COMPTON'S ENCY. (26 vol.) (11-1-79) $109.00 (REC)
WORLD BOOK ENCY. (20 vol.) (5-1-80) $298.25 (REC)
" " " " (5-15-80) " "

APPENDIX C
MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 4219 (7-25-80) SCHOOL NAME: Burgess Elementary

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-24-80	6	16	—	—	—	—	—	—	—	—	23	7	10.29	1
6-12-80	10	19	—	—	—	—	—	—	—	—	30	3	10.29	1
6-19-80	10	17	—	—	—	1	—	—	—	—	26	—	—	—
6-26-80	11	21	—	—	—	1	—	—	—	—	31	13	147.52	4
8-12-80	6	11	—	—	—	—	—	—	—	—	16	2	17.44	1
8-14-80	6	11	—	—	—	—	—	—	—	—	16	9	61.55	1
8-28-80	4	3	—	—	—	—	—	—	—	—	7	—	—	—
9-11-80	4	9	—	—	—	—	—	—	—	—	13	2	8.48	—
9-25-80	2	9	—	—	—	—	—	—	—	—	11	—	—	—
10-9-80	2	9	—	—	—	—	1	—	—	—	11	1	6.95	—
10-23-80	2	5	—	—	—	2	—	—	—	2	6	3	21.80	—
11-6-80	7	20	—	—	—	2	—	—	—	2	23	4	23.29	—
11-20-80	5	15	—	—	—	—	—	—	—	—	20	2	140.74	—
12-4-80	9	16	—	—	—	2	—	—	—	—	27	11	144.60	2
12-18-80	9	16	—	—	—	2	—	—	—	—	27	15	213.75	2
1-8-81	8	4	—	—	—	1	—	—	—	—	21	5	16.91	—
1-22-81	7	41	—	—	—	1	—	—	—	—	49	6	13.70	—
2-12-81	7	64	—	—	—	1	—	—	—	—	73	7	24.59	1
2-25-81	7	64	—	—	—	1	1	—	—	—	73	7	24.59	1
3-26-81	7	64	—	—	—	1	2	—	—	—	70	45	293.32	9
4-2-81	9	83	—	—	—	1	2	—	—	—	91	56	372.55	13
4-16-81	2	33	—	—	—	—	—	—	—	—	35	5	35.71	2
4-30-81	3	34	—	—	—	2	—	—	—	—	35	15	101.16	4
5-14-81	2	28	—	—	—	—	—	—	—	—	30	5	35.82	2
6-4-81	2	28	—	—	—	—	—	—	—	—	30	7	92.37	2
6-11-81	2	21	—	—	—	1	—	—	—	—	22	10	78.96	1
6-18-81	3	21	—	—	—	1	—	—	—	—	23	11	87.12	1
6-25-81	1	11	—	—	—	—	—	—	—	—	12	6	35.24	—
7-16-81	1	11	—	—	—	—	—	—	—	—	12	6	35.24	—
8-12-81	1	5	—	—	—	—	—	—	—	—	7	4	58.45	—
9-10-81	5	17	—	—	—	—	—	—	—	—	27	1	6.95	—
10-8-81	8	16	—	—	—	—	—	—	—	—	26	—	—	—
10-22-81	8	16	—	—	1	—	—	—	—	—	25	15	48.08	3
11-5-81	4	5	—	—	—	—	1	—	—	—	9	—	—	—
11-19-81	4	6	—	—	—	—	1	—	—	—	10	3	25.30	1
1-14-82	2	42	—	—	—	—	1	—	—	—	45	2	11.90	—
2-11-82	3	46	—	—	—	3	—	—	—	—	47	8	63.66	1
2-25-82	3	46	—	—	—	3	—	—	—	—	46	9	64.60	1
3-11-82	3	34	—	—	—	6	—	—	—	—	32	14	104.47	7
3-25-82	3	34	—	—	—	6	—	—	—	—	32	16	116.91	8
4-6-82	4	12	—	—	—	3	—	—	—	—	14	—	—	—
4-23-82	4	12	—	—	—	3	—	—	—	4	10	—	—	—
5-6-82	4	5	—	—	—	—	2	—	—	3	7	2	23.87	1
5-20-82	4	5	—	—	—	—	2	—	—	3	4	2	23.87	1
6-3-82	11	27	—	—	—	—	—	—	—	—	38	—	—	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

COMPLETE READ ABOUT ANIMALS (11-20-80) $139.25 (RLC)

COMPLETE READ ABOUT ANIMALS (11-20-80) $139.25 (RLC)

APPENDIX C
MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 42119 (7-25-74) SCHOOL NAME: BURGESS ELEMENTARY

	TITLES		BACKORDERS		CANCELLATION						QUANTITY			
DATE	ZW	HB	POL	WR	CAN	OP	TOS	NOP	NYP	POS	ORD	REC	COST	NP
6-17-82	2	—	—	—	—	—	—	—	—	—	2	—	—	—
6-24-82	11	27	—	—	—	—	—	—	—	—	38	—	—	—
7-28-82	11	27	—	—	—	1	—	—	—	—	37	18	164.23	—
8-19-82	9	10	—	—	—	1	—	—	—	—	18	5	37.34	—
9-9-82	18	21	—	—	—	1	—	—	—	—	41	9	53.44	2
9-23-82	14	15	—	—	—	—	—	—	—	—	32	4	85.75	—
10-7-82	19	24	—	—	—	—	—	—	—	—	47	5	95.70	—
10-21-82	15	23	—	—	—	3	—	—	—	—	39	9	117.62	3
11-18-82	9	11	—	—	—	—	—	—	—	—	21	2	126.36	—
12-2-82	9	11	—	—	—	—	—	—	—	—	21	2	126.36	—
12-16-82	9	9	—	—	—	—	—	—	—	—	19	9	42.26	2
1-6-83	9	9	—	—	1	—	—	—	—	—	18	9	42.26	2
1-20-83	4	5	—	—	—	—	—	—	—	—	9	1	8.09	—
2-3-83	4	5	—	—	—	—	2	—	—	—	7	2	9.54	—
2-17-83	1	4	—	—	—	—	—	—	—	—	5	—	—	—
3-3-83	1	4	—	—	—	—	—	—	—	—	5	4	90.71	—
3-17-83	1	—	—	—	—	—	—	—	—	—	1	—	—	—
4-7-83	1	—	—	—	—	—	—	—	—	—	1	—	—	—
4-21-83	1	—	—	—	—	—	—	—	—	—	1	—	—	—
5-5-83	1	—	—	—	—	—	—	—	—	—	1	—	—	—
5-19-83	1	—	—	—	—	—	—	—	—	—	1	—	—	—
6-2-83	1	—	—	—	—	—	—	—	—	—	1	—	—	—
6-16-83	1	—	—	—	—	—	—	—	—	—	1	—	—	—
6-23-83	10	—	—	—	—	—	—	—	—	—	10	—	—	—
7-14-83	10	—	—	—	—	—	—	—	—	—	10	—	—	—
8-11-83	6	—	—	—	—	—	—	—	—	—	6	2	7.00	—
8-25-83	6	—	—	—	—	—	—	—	—	—	6	2	7.00	—
9-8-83	4	13	—	—	—	—	—	—	—	—	17	—	—	—
9-22-83	4	13	—	—	—	—	—	—	—	—	17	—	—	—
10-6-83	15	38	—	—	—	—	—	—	—	—	53	2	13.52	1
10-20-83	15	38	—	—	—	2	—	—	—	—	51	7	57.69	1
11-3-83	14	32	—	—	—	—	2	—	—	—	44	2	10.78	—
11-17-83	14	32	—	—	—	—	2	—	—	—	44	2	10.78	—
12-1-83	12	30	—	—	—	—	—	—	—	—	42	1	2.95	—
12-15-83	12	30	—	—	—	—	—	—	—	—	42	1	2.95	—
1-12-84	11	30	—	—	—	—	—	—	—	—	41	2	13.65	—
1-26-84	11	30	—	—	—	—	—	—	—	1	40	4	28.42	—
2-9-84	10	24	—	—	27	—	—	—	—	3	6	3	30.85	—
2-23-84	17	47	—	—	27	—	—	—	—	3	34	3	30.85	—
3-8-84	10	30	—	—	—	—	—	—	—	—	43	2	19.78	—
3-22-84	10	30	—	—	—	1	—	—	—	—	42	24	225.82	—
4-5-84	3	11	—	—	—	—	—	—	—	—	17	1	9.68	—
4-26-84	3	11	—	—	—	—	—	—	—	—	17	4	84.92	—
5-10-84	2	7	—	—	—	—	—	—	—	—	9	3	34.08	—
5-24-84	2	7	—	—	—	—	—	—	—	—	9	4	39.54	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

APPENDIX C

MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 42119 (7-25-79) SCHOOL NAME: BURGESS ELEMENTARY 34

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-5-84	3	10	—	—	—	—	—	—	—	—	13	3	16.00	—
6-21-84	3	11	—	—	—	—	—	—	—	—	14	3	16.00	—
7-19-84	3	11	—	—	—	1	—	—	—	—	13	5	63.77	—
8-9-84	2	4	—	—	3	—	—	—	—	—	3	2	19.36	—
8-23-84	2	4	—	—	4	2	—	—	—	—	2	2	19.36	—
9-6-84	3	20	—	—	—	—	—	—	—	—	23	—	—	—
9-20-84	3	20	—	—	—	—	—	—	—	—	23	—	—	—
10-4-84	3	20	—	—	—	—	—	—	—	—	23	—	—	—
10-18-84	3	20	—	—	—	—	—	—	—	—	23	10	99.69	—
11-1-84	3	44	—	—	—	2	—	—	—	—	45	4	40.80	—
11-15-84	3	44	—	—	—	2	—	—	—	—	45	4	40.80	—
11-29-84	2	39	—	—	—	—	—	—	—	—	41	1	6.99	—
12-12-84	2	39	—	—	—	1	—	1	—	—	39	4	32.08	—
1-10-85	1	44	—	—	—	1	—	—	—	—	44	25	261.00	—
1-24-85	1	44	—	—	—	1	—	—	—	—	44	30	308.69	—
2-7-85	1	17	—	—	—	—	—	—	—	—	18	1	9.95	—
2-21-85	1	17	—	—	—	—	—	—	—	—	18	3	24.85	—
3-7-85	1	14	—	—	—	—	—	—	—	—	15	—	—	—
4-18-85	—	5	—	—	—	—	—	—	—	—	5	—	—	—
4-22-85	—	5	—	—	—	—	—	—	—	—	5	1	14.45	1
5-2-85	—	8	—	—	—	—	—	—	—	—	8	—	—	—
5-9-85	—	8	—	—	—	—	—	—	—	—	8	2	24.90	—
5-16-85	—	6	—	—	—	—	—	—	—	—	6	2	19.98	—
5-30-85	—	6	—	—	—	—	—	—	—	—	6	2	19.98	—
6-6-85	—	6	—	—	—	—	—	—	—	—	6	2	19.98	—
6-20-85	—	9	—	—	—	—	—	—	—	—	9	2	19.98	—
7-17-85	—	7	—	—	—	—	—	—	—	—	7	1	10.45	—
8-15-85	—	6	—	—	—	—	—	—	—	—	6	4	44.35	—
8-29-85	21	7	—	—	—	—	—	—	—	—	28	5	55.30	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

APPENDIX C

MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

42110 (4-12-79)

AGENCY #42165 (5-78) 41294(7-25-78) SCHOOL NAME: Fickett Elementary 35

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-11-78	22	11	—	—	—	3	3	—	—	—	27	12	90.53	4
5-25-78	12	4	—	—	1	—	—	—	—	—	15	—	—	—
6-8-78	12	7	—	—	1	—	—	—	—	—	15	2	7.90	1
6-22-78	10	6	—	—	—	—	—	—	—	—	14	4	27.20	1
8-10-78	9	4	—	—	—	—	—	—	—	—	17	8	16.79	2
9-7-78	18	28	—	—	—	—	—	—	—	—	46	2	5.75	1
9-21-78	18	28	—	—	—	—	—	—	—	—	13	3	6.92	—
10-5-78	21	50	—	—	—	—	—	—	—	—	73	—	—	1
11-2-78	25	65	—	—	—	1	—	—	—	—	91	25	119.56	6
11-16-78	25	65	—	—	—	1	—	—	—	—	91	46	244.70	11
12-1-78	15	41	—	—	—	—	—	—	—	—	59	4	16.68	3
12-13-78	16	41	—	—	—	—	—	1	—	—	58	10	105.52	10
1-4-79	13	23	—	—	—	—	—	—	—	—	38	1	6.60	1
1-18-79	13	23	—	—	—	—	1	—	—	—	37	9	46.47	—
2-1-79	17	15	—	—	—	—	—	—	—	—	33	4	12.38	—
2-15-79	17	15	—	—	—	—	—	—	—	—	33	9	34.89	3
3-1-79	17	10	—	—	—	—	—	—	—	—	28	—	—	—
3-15-79	17	10	—	—	—	1	—	—	—	—	27	1	6.95	—
3-30-79	16	10	—	—	—	1	—	—	—	—	27	4	15.90	—
4-12-79	17	10	—	—	—	1	—	—	—	—	27	8	42.17	2
4-26-79	15	6	—	—	—	—	—	—	—	—	22	—	—	—
5-10-79	15	6	—	—	2	—	—	—	—	—	20	2	7.20	—
5-24-79	13	4	—	—	2	—	—	—	—	—	16	4	14.80	1
6-7-79	16	5	—	—	1	—	—	—	—	—	20	4	14.80	2
6-21-79	13	2	—	—	—	—	—	—	—	—	16	—	—	—
6-28-79	13	2	—	—	—	—	—	—	—	—	16	2	17.50	—
7-25-79	11	2	—	—	—	1	—	—	—	—	13	1	28.95	—
8-9-79	11	2	—	—	—	1	—	—	—	—	12	3	38.15	—
8-23-79	7	1	—	—	—	—	—	—	—	—	9	2	1.43	—
9-20-79	6	5	—	—	—	—	—	—	—	—	12	—	—	—
10-18-79	10	23	—	—	—	—	—	—	—	—	34	3	18.84	1
11-1-79	15	23	—	—	—	2	—	—	—	—	38	16	136.32	1
11-15-79	12	9	—	—	—	—	—	—	—	—	23	1	.95	—
11-29-79	12	9	—	—	—	—	2	—	—	1	19	5	24.38	2
1-2-80	10	6	—	—	—	—	—	—	—	—	17	4	48.03	—
1-16-80	8	4	—	—	—	—	—	—	—	—	13	—	—	—
1-30-80	16	7	—	—	—	—	—	—	—	—	25	1	1.50	—
2-7-80	15	7	—	—	1	—	—	—	—	—	23	2	13.92	—
2-21-80	15	7	—	—	1	—	—	—	—	—	23	3	20.11	—
3-6-80	14	47	—	—	—	—	—	—	—	—	64	1	1.25	—
3-19-80	17	49	—	—	—	1	—	—	—	—	67	11	380.59	1
4-3-80	10	45	—	—	—	—	—	—	—	—	57	—	—	—
4-17-80	15	45	—	—	—	—	—	—	—	—	62	—	—	—
5-1-80	15	45	—	—	—	2	—	—	—	—	60	35	208.75	10
5-15-80	15	45	—	—	—	2	—	—	—	—	60	36	213.74	11

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

CHILDCRAFT (15 VOL.) (5-10-78) $1.25? (REC)

WORLD BOOK ENCY. (20 VOL.) (3-8-80) $299.25 (REC)

APPENDIX D
MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 41294 (7-25-79) SCHOOL NAME: FICKETT ELEMENTARY 36

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-29-80	12	11	—	—	—	—	—	—	—	—	24	4	10.90	—
6-12-80	12	13	—	—	—	—	—	—	—	—	26	5	59.82	—
6-19-80	6	12	—	—	—	—	—	—	—	—	18	1	2.50	—
6-26-80	6	13	—	—	—	—	—	—	—	—	19	3	66.45	—
8-13-80	5	10	—	—	—	—	—	—	—	—	15	4	20.53	1
8-14-80	5	10	—	—	—	—	—	—	—	—	15	5	24.82	2
8-28-80	4	6	—	—	—	—	—	—	—	—	10	1	4.10	—
9-11-80	9	15	—	—	—	—	—	—	—	—	23	1	4.10	—
9-25-80	7	13	—	—	—	—	—	—	—	—	22	—	——	—
10-9-80	12	15	—	—	—	—	—	—	—	—	27	—	——	—
10-23-80	12	15	—	—	—	1	1	—	—	—	25	11	71.70	2
11-6-80	17	31	—	—	—	1	1	—	—	—	66	15	78.50	3
11-20-80	11	40	—	—	—	—	—	—	—	—	51	3	9.37	—
12-4-80	15	55	—	—	—	2	—	—	—	—	69	28	151.23	2
12-18-80	15	55	—	—	—	2	—	—	—	—	68	29	154.18	2
1-8-81	5	61	—	—	—	—	—	—	—	—	55	37	196.79	2
1-22-81	2	37	—	—	—	—	—	—	—	—	39	9	57.47	—
2-12-81	4	63	—	—	—	—	—	—	—	—	64	11	73.37	1
2-25-81	6	63	—	—	—	—	—	—	—	—	69	23	157.96	1
3-26-81	5	65	—	—	—	1	—	—	—	—	70	52	394.59	6
4-2-81	6	86	—	—	—	1	—	—	—	1	92	52	394.91	6
4-16-81	1	40	—	—	—	—	—	—	—	—	41	9	57.68	1
4-30-81	1	40	—	—	—	6	—	—	—	1	34	17	110.56	5
5-14-81	1	23	—	—	—	1	2	—	—	—	21	3	21.64	—
6-4-81	6	39	—	—	—	2	2	—	—	—	41	7	49.72	1
6-11-81	5	29	—	—	—	1	—	—	—	—	33	3	21.91	—
6-18-81	5	29	—	—	—	1	—	—	—	—	33	3	21.91	—
6-25-81	6	26	—	—	—	4	—	—	—	—	28	10	80.44	4
7-16-81	6	26	—	—	—	4	—	—	—	—	28	10	80.44	4
8-12-81	5	13	—	—	—	5	1	—	—	—	13	3	11.63	1
9-10-81	7	23	—	—	—	1	—	—	—	—	29	5	26.30	1
10-8-81	9	30	—	—	—	—	1	—	—	—	38	—	——	—
10-22-81	9	30	—	—	—	2	1	—	—	—	36	8	152.73	3
11-5-81	6	33	—	—	—	—	—	—	—	—	39	3	23.17	—
11-19-81	6	33	—	—	—	5	—	—	—	—	33	11	84.66	2
1-14-82	11	22	—	—	—	—	1	—	—	—	36	2	16.40	1
2-11-82	15	24	—	—	—	3	—	—	—	—	41	8	62.46	3
2-25-82	15	24	—	—	1	5	1	—	—	—	37	10	79.16	3
3-11-82	8	14	—	—	—	4	—	—	—	1	22	—	——	—
3-25-82	8	17	—	—	—	4	—	—	—	1	22	1	9.29	1
4-6-82	10	22	—	—	—	2	1	—	—	—	33	3	9.00	—
4-22-82	10	22	—	—	—	2	2	—	—	1	31	3	9.00	—
5-6-82	8	22	—	—	—	3	1	—	—	—	28	7	43.19	2
5-20-82	8	22	—	—	—	3	1	—	—	—	28	10	257.39	2
6-3-82	7	13	—	—	—	—	—	—	—	—	22	4	51.12	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

APPENDIX D

MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 41294 (7-25-74) SCHOOL NAME: FICKETT ELEMENTARY 37

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-17-82	4	13	-	-	-	-	-	-	-	-	18	4	81.12	-
6-24-82	5	5	-	-	-	-	-	-	-	-	11	1	5.32	-
7-28-82	5	5	-	-	-	-	-	-	-	-	11	7	105.01	1
8-19-82	2	2	-	-	-	-	-	-	-	2	2	-	-	-
9-9-82	2	2	-	-	-	-	-	-	-	2	2	1	1.35	-
9-23-82	1	-	-	-	-	-	-	-	-	-	1	-	-	-
10-7-82	9	15	-	-	-	-	-	-	-	1	23	-	-	-
10-21-82	8	15	-	-	-	-	-	-	-	-	23	-	-	-
11-18-82	8	15	-	-	-	-	-	-	-	-	23	-	-	-
12-2-82	11	20	-	-	-	-	-	-	-	-	31	-	-	-
12-16-82	11	20	-	-	-	1	-	-	-	-	30	12	89.13	5
1-6-83	11	20	-	-	-	1	-	-	-	-	30	12	89.13	5
1-20-83	13	10	-	-	-	-	-	-	-	-	23	4	441.85	-
2-3-83	13	10	-	-	-	-	-	-	-	-	23	7	531.45	1
2-17-83	11	5	-	-	-	-	-	-	-	-	16	3	11.85	-
3-3-83	11	5	-	-	-	-	-	-	-	-	20	7	42.10	1
3-17-83	11	2	-	-	-	-	-	-	-	-	9	-	-	-
4-7-83	11	2	-	-	-	-	-	-	-	-	9	1	1.75	1
4-21-83	11	2	-	-	-	-	-	-	-	-	8	1	1.31	-
5-5-83	6	2	-	-	-	1	1	-	-	1	5	4	42.46	2
5-19-83	1	-	-	-	-	-	-	-	-	-	1	-	-	-
6-2-83	5	-	-	-	-	-	-	-	-	-	5	-	-	-
6-16-83	5	-	-	-	-	-	-	-	-	-	5	-	-	-
6-23-83	5	-	-	-	-	-	-	-	-	-	5	-	-	-
7-14-83	5	-	-	-	-	-	-	-	-	-	5	-	-	-
8-11-83	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8-25-83	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9-8-83	5	8	-	-	-	-	-	-	-	-	13	-	-	-
9-22-83	5	8	-	-	-	-	-	-	-	-	13	-	-	-
10-6-83	17	17	-	-	-	-	-	-	-	-	31	-	-	-
10-20-83	17	17	-	-	3	1	-	-	-	-	27	7	44.82	-
11-3-83	9	26	-	-	-	-	-	-	-	-	36	-	-	-
11-17-83	9	26	-	-	-	-	-	-	-	-	36	-	-	-
12-1-83	12	42	-	-	-	-	-	-	-	-	55	3	29.54	-
12-15-83	12	42	-	-	-	-	-	-	-	-	55	5	95.71	-
1-12-84	14	40	-	-	-	-	-	-	-	-	58	1	4.49	-
1-26-84	14	40	-	-	-	-	-	-	-	-	55	12	93.91	-
2-9-84	13	29	-	-	11	1	-	-	-	-	31	2	9.90	-
2-23-84	14	36	-	-	11	1	-	-	-	-	39	5	34.53	-
3-8-84	9	25	-	-	-	-	-	-	-	-	35	2	13.94	-
3-22-84	8	25	-	-	-	1	-	-	-	-	34	21	183.85	-
4-5-84	7	14	-	-	-	-	-	-	-	1	12	-	-	-
4-21-84	7	14	-	-	-	-	-	-	-	1	12	1	2.70	-
5-10-84	9	10	-	-	-	-	1	-	-	-	18	-	-	-
5-24-84	7	10	-	-	-	-	1	-	-	-	18	5	35.54	

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

WORLD BOOK ENCY. (20 VOL) (1-20-83) #419.02 (REC
" " " " (2-3-83) " "

APPENDIX D
MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 41294 (7-25-79) SCHOOL NAME: FICKETT ELEMENTARY

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-5-84	6	7	—	—	—	—	—	—	—	—	13	—	—	—
6-21-84	6	7	—	—	—	—	—	—	—	—	13	—	—	—
7-14-84	6	7	—	—	—	3	—	—	—	—	10	1	13.00	—
8-9-84	6	3	—	—	5	—	—	—	—	—	4	1	10.95	—
8-23-84	6	3	—	—	5	—	—	1	—	—	3	1	10.95	—
9-6-84	10	16	—	—	—	—	—	—	—	—	26	—	—	—
9-20-84	10	16	—	—	—	—	2	—	—	—	24	—	—	—
10-4-84	11	29	—	—	—	—	—	—	—	—	40	5	14.35	—
10-18-84	11	29	—	—	—	—	—	—	—	—	40	12	83.54	1
11-1-84	7	23	—	—	2	2	—	—	—	—	36	5	461.92	—
11-15-84	7	24	—	—	2	5	—	—	—	—	24	14	336.10	—
11-29-84	5	19	—	—	—	—	—	—	—	—	30	3	17.27	—
12-12-84	5	15	—	—	—	—	—	—	—	—	20	6	72.31	—
1-10-85	4	10	—	—	—	—	—	—	—	—	14	—	—	—
1-24-85	4	10	—	—	—	—	—	—	—	—	14	4	30.49	—
2-7-85	4	26	—	—	—	—	—	—	—	—	30	2	17.61	—
2-21-85	4	26	—	—	—	—	—	—	—	1	29	2	17.61	—
3-7-85	4	23	—	—	—	—	—	—	—	—	27	3	22.80	—
4-18-85	3	9	—	—	—	—	—	—	—	1	11	1	2.95	—
4-22-85	3	9	—	—	—	—	—	—	—	1	11	5	46.55	—
5-2-85	7	8	—	—	—	—	—	—	—	—	15	1	10.95	—
5-9-85	7	8	—	—	—	—	—	—	—	—	15	1	10.95	—
5-16-85	7	7	—	—	—	—	—	—	—	—	14	—	—	—
5-30-85	7	12	—	—	—	—	—	—	—	—	19	—	—	—
6-6-85	7	12	—	—	—	—	—	—	—	—	19	—	—	—
6-20-85	8	17	—	—	—	—	—	—	—	—	25	—	—	—
7-17-85	8	17	—	—	—	2	—	—	—	1	19	5	35.60	—
8-15-85	7	7	—	—	3	—	—	—	—	—	11	7	57.05	—
8-29-85	7	7	—	—	3	—	—	—	—	—	11	8	61.00	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

WORLD BOOK ENCY. (SET) (11-1-84) $431.00 (REC
" " " " (11-15-84) " "

APPENDIX E

MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

44875(5-26-79)

AGENCY #44875(5-78) 42875(7-25-79) SCHOOL NAME: Whiteford Elementary

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-11-78	10	4	—	—	—	—	—	—	—	—	15	2	5.69	1
5-25-78	9	3	—	—	—	—	—	—	—	—	13	—	—	—
6-5-78	11	4	—	—	—	—	—	—	—	—	16	3	8.95	1
6-22-78	10	3	—	—	—	—	—	—	—	—	13	2	1.90	—
8-10-78	8	2	—	—	—	—	—	—	—	—	10	3	7.77	—
9-7-78	7	—	—	—	—	—	—	—	—	—	7	—	—	—
9-21-78	7	—	—	—	—	—	—	—	—	—	7	5	7.85	—
10-3-78	5	16	—	—	—	—	—	—	—	—	29	—	—	—
11-2-78	7	12	—	—	—	—	—	—	—	—	51	—	—	—
11-16-78	7	12	—	—	—	—	—	—	—	—	51	10	54.06	2
12-1-78	7	9	—	—	—	—	—	—	—	—	41	—	—	—
12-13-78	7	8	—	—	—	—	—	—	—	—	41	12	64.68	1
1-4-79	7	1	—	—	—	—	—	—	—	—	29	—	—	—
1-18-79	7	1	—	—	—	—	—	—	—	—	29	5	4.75	—
2-1-79	6	1	—	—	—	—	—	—	—	—	24	—	—	—
2-15-79	6	1	—	—	—	—	—	—	—	—	24	5	4.75	—
3-1-79	5	1	—	—	—	—	—	—	—	—	19	1	79.95	—
3-15-79	5	1	—	—	—	—	—	—	—	—	19	2	168.95	—
3-31-79	5	7	—	—	—	—	—	—	—	—	33	—	—	—
4-12-79	5	7	—	—	—	—	—	—	—	—	33	—	—	—
4-26-79	—	—	—	—	—	—	—	—	—	—	—	—	—	—
5-10-79	5	7	—	—	—	—	—	—	—	—	33	11	82.64	3
5-24-79	5	2	—	—	—	—	—	—	—	1	21	—	—	—
6-7-79	5	2	—	—	—	—	—	—	—	1	21	—	—	—
6-21-79	5	3	—	—	—	—	—	—	—	—	25	—	—	—
6-29-79	5	3	—	—	—	—	—	—	—	—	25	3	11.85	—
7-25-79	5	2	—	—	—	—	—	—	—	—	22	9	18.95	—
8-9-79	5	2	—	—	—	—	—	—	—	—	22	9	18.95	—
8-23-79	3	1	—	—	—	—	—	—	—	—	13	—	—	—
9-20-79	9	3	—	—	—	—	—	—	—	—	32	1	2.50	—
10-18-79	12	19	—	—	—	—	—	—	—	—	55	4	5.00	1
11-1-79	17	32	—	—	—	—	—	—	—	—	82	19	82.59	4
11-15-79	14	21	—	—	—	—	—	—	—	—	63	4	13.42	—
11-29-79	19	31	—	—	—	2	1	—	—	—	72	9	34.49	1
1-2-80	19	27	—	—	—	—	—	—	—	—	74	24	69.78	2
1-10-80	13	20	—	—	—	—	—	—	—	—	43	23	97.87	2
1-24-80	14	21	—	—	—	—	—	—	—	—	50	24	106.36	2
2-7-80	9	6	—	—	—	—	—	—	—	—	24	10	137.73	—
2-21-80	9	8	—	—	—	—	—	—	—	—	23	10	137.73	—
3-6-80	7	16	—	—	—	—	—	—	—	—	29	4	11.46	1
3-19-80	10	18	—	—	—	—	—	—	—	—	37	13	76.45	2
4-3-80	5	16	—	—	—	—	—	—	—	—	24	1	6.25	—
4-17-80	6	32	—	—	—	—	—	—	—	—	41	2	11.20	—
5-1-80	4	32	—	—	—	—	—	—	—	—	39	13	45.23	6
5-15-80	4	65	—	—	—	—	—	—	—	—	72	19	101.52	7

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

COMPTON'S ENCY. (26 vol.) (2-7-80) $101.00 (REC)

" " " (2-21-80) " "

APPENDIX E
MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 42875 (7-25-79) SCHOOL NAME: Whitefoord Elementary

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-29-80	2	50	-	—	—	—	—	—	—	—	53	3	11.79	1
6-12-80	2	50	-	—	—	—	—	—	—	—	53	4	17.35	1
6-19-80	1	45	—	—	—	—	—	—	—	—	49	5	19.75	1
6-26-80	1	45	—	—	—	—	—	—	—	—	49	16	194.24	2
8-14-80	1	18	—	—	—	—	—	—	—	—	19	7	50.98	4
9-14-80	2	18	—	—	—	—	—	—	—	—	20	11	76.44	6
9-22-80	2	7	—	—	—	—	—	—	—	—	9	—	—	—
9-11-80	1	24	—	—	—	1	—	—	—	—	29	4	[illegible]	3
9-25-80	1	19	—	—	—	—	—	—	—	—	25	—	—	—
10-9-80	9	37	—	—	—	—	—	—	—	—	48	—	—	—
10-23-80	9	37	—	—	—	1	—	—	—	—	47	14	98.59	3
11-6-80	10	55	—	—	—	1	—	—	—	—	67	24	153.67	5
11-20-80	7	34	—	—	—	—	—	—	—	—	43	1	16.50	—
12-4-80	7	50	—	—	—	—	—	—	—	—	59	25	156.03	3
12-18-80	7	50	—	—	—	—	—	—	—	—	59	29	171.70	3
1-8-81	1	37	—	—	—	1	—	—	—	—	50	15	47.50	2
1-22-81	2	32	—	—	—	—	—	—	—	—	35	4	56.09	1
2-12-81	7	6	—	—	—	—	1	—	—	2	10	3	14.60	—
2-25-81	2	33	—	—	—	—	—	—	—	—	36	14	78.40	2
3-26-81	2	33	—	—	—	3	1	—	—	1	31	24	149.20	7
4-2-81	2	56	—	—	—	3	2	—	—	1	54	26	161.36	7
4-16-81	1	27	—	—	—	—	—	—	—	—	28	—	—	—
4-30-81	1	28	—	—	—	—	—	—	—	—	29	5	44.75	—
5-14-81	1	23	—	—	—	1	—	—	—	—	23	2	73.45	1
6-4-81	1	35	—	—	—	2	1	—	—	—	23	6	103.33	3
6-11-81	—	21	—	—	—	—	—	—	—	—	21	—	—	—
6-18-81	—	17	—	—	—	—	—	—	—	—	17	—	—	—
6-22-81	—	17	—	—	—	1	—	—	—	—	16	11	84.62	3
7-16-81	—	17	—	—	—	1	—	—	—	—	16	11	84.62	3
8-12-81	—	5	—	—	1	—	1	—	—	—	3	1	8.91	—
9-10-81	3	22	—	—	—	—	—	—	—	—	28	1	5.19	—
10-8-81	5	40	—	—	—	—	1	—	—	—	46	—	—	—
10-22-81	5	41	—	—	—	—	1	—	—	—	49	17	112.65	3
11-5-81	5	51	—	—	—	—	—	—	—	—	58	—	—	—
11-19-81	5	51	—	—	—	—	—	—	—	—	55	15	128.88	6
1-14-82	5	27	—	—	—	—	—	—	—	—	36	5	26.50	2
2-11-82	5	33	—	—	—	2	—	—	—	—	39	16	99.72	3
3-25-82	5	33	—	—	—	3	—	—	—	—	35	21	127.61	3
3-11-82	4	17	—	—	—	1	—	—	—	—	20	8	59.53	3
3-25-82	4	17	—	—	—	1	—	—	—	—	20	12	90.21	5
4-6-82	4	6	—	—	—	—	—	—	—	1	9	3	15.79	1
4-23-82	4	6	—	—	—	—	—	—	—	3	7	3	15.79	1
5-6-82	2	5	—	—	—	—	—	—	—	—	7	—	—	—
5-20-82	2	5	—	—	—	—	—	—	—	—	7	—	—	—
6-3-82	3	6	—	—	—	—	—	—	—	—	9	3	16.39	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

APPENDIX E
MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 42875 (7-25-79) SCHOOL NAME: WHITEFORD ELEMENTARY

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-17-82	2	5	—	—	—	—	—	—	—	—	7	3	16.29	—
6-24-82	2	1	—	—	—	—	—	—	—	—	3	—	—	—
7-28-82	2	2	—	—	—	—	—	—	—	—	4	2	14.76	1
8-19-82	2	1	—	—	—	—	—	—	—	—	3	—	—	—
9-9-82	17	24	—	—	—	—	—	—	—	—	43	1	99.25	—
9-23-82	16	26	—	—	—	—	—	—	—	—	42	—	—	—
10-7-82	16	45	—	—	—	—	1	—	—	—	62	—	—	—
10-21-82	15	45	—	—	—	3	—	—	—	—	57	26	155.75	5
11-18-82	5	25	—	—	1	—	—	—	—	—	29	—	—	—
12-2-82	12	62	—	—	1	—	—	—	—	—	75	—	—	—
12-16-82	12	61	—	—	—	—	—	—	—	—	75	13	70.25	4
1-1-83	12	61	—	—	—	—	—	—	—	—	75	13	64.88	4
1-20-83	19	83	—	—	—	—	—	—	—	—	104	5	26.97	2
2-3-83	19	83	—	—	—	1	1	—	—	1	101	43	331.43	12
2-17-83	16	65	—	—	—	—	—	—	—	—	83	2	30.05	—
3-3-83	16	65	—	—	—	—	—	—	—	—	83	12	62.55	4
3-17-83	13	64	—	—	—	—	—	—	—	—	77	—	—	—
4-7-83	13	64	—	—	—	—	—	—	—	—	77	1	6.95	—
4-21-83	15	68	—	—	—	—	—	—	—	—	83	1	2.21	—
5-5-83	15	68	—	—	—	2	—	—	—	—	81	54	447.58	15
5-19-83	10	17	—	—	—	—	—	—	—	—	27	—	—	—
6-2-83	10	22	—	—	—	—	—	—	—	—	28	3	14.34	—
6-16-83	9	27	—	—	—	—	—	—	—	—	36	—	—	—
6-23-83	9	27	—	—	—	—	—	—	—	—	36	16	28.07	—
7-14-83	4	27	—	—	—	—	—	—	—	—	36	16	28.07	—
8-11-83	1	5	—	—	—	—	—	—	—	—	6	1	—	—
8-25-83	1	5	—	—	—	—	—	—	—	1	5	2	10.89	1
9-8-83	29	28	—	—	—	—	—	—	—	—	57	1	—	—
9-22-83	29	28	—	—	—	—	—	—	—	—	57	1	—	—
10-6-83	47	58	—	—	—	—	—	—	—	—	105	1	—	—
10-20-83	47	58	—	—	1	—	1	—	—	—	104	35	211.81	—
11-3-83	49	51	—	—	1	—	—	—	—	—	99	—	—	—
11-17-83	49	51	—	—	1	—	—	—	—	—	99	—	—	—
12-1-83	58	62	—	—	—	2	—	—	—	—	118	4	16.23	—
12-15-83	58	62	—	—	—	2	—	—	—	—	118	5	23.80	—
1-12-84	55	74	—	—	—	—	—	—	—	—	129	16	61.67	—
1-26-84	55	74	—	—	—	2	1	—	—	1	125	27	145.77	—
2-9-84	43	65	—	—	36	—	—	—	—	1	71	8	50.01	—
2-23-84	60	84	—	—	36	—	—	—	—	1	107	24	197.92	—
3-8-84	42	64	—	—	—	—	—	—	—	—	106	—	—	—
3-22-84	42	64	—	—	—	4	1	—	—	1	100	44	213.01	—
4-5-84	18	38	—	—	—	—	—	—	—	2	54	1	2.95	—
4-26-84	18	38	—	—	—	—	—	—	—	2	54	26	224.40	—
5-10-84	13	22	—	—	—	—	—	—	—	—	35	7	48.24	—
5-24-84	13	22	—	—	—	—	—	—	—	—	35	12	73.45	—

ZW: PAPERBACKS
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POS: PUBLISHER OUT OF STOCK
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NP: NEW PRICE

REFERENCE MATERIALS ORDERED

APPENDIX E
MICROFICHE HISTORICAL DATA COLLECTION INSTRUMENT

AGENCY # 42875 (7-25-79) SCHOOL NAME: Whitefoord Elementary 42

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-5-84	10	13	—	—	—	—	—	—	—	—	23	—	—	—
6-21-84	12	17	—	—	—	—	—	—	—	—	27	4	6.87	—
7-19-84	12	14	—	—	—	—	—	—	—	1	26	12	85.64	—
8-9-84	9	5	—	—	8	1	—	—	—	—	5	1	10.89	—
8-23-84	8	5	—	—	8	1	—	—	—	—	5	1	10.89	—
9-6-84	1	2	—	—	1	—	—	—	—	—	3	2	12.00	—
9-26-84	1	2	—	—	1	—	—	—	—	—	3	2	12.00	—
10-4-84	—	1	—	—	—	—	—	—	—	—	1	—	—	—
10-19-84	—	1	—	—	—	—	—	—	—	—	1	—	—	—
11-1-84	—	1	—	—	—	—	—	—	—	—	1	1	8.95	—
11-15-84	—	1	—	—	—	—	—	—	—	—	1	1	8.95	—
11-29-84	—	92	—	—	—	—	—	—	—	—	92	—	—	—
12-12-84	—	92	—	—	—	—	—	—	—	—	92	—	—	—
1-10-84	42	92	—	—	1	—	—	—	—	—	88	—	—	—
1-24-85	42	92	—	—	1	35	—	—	—	—	97	18	158.25	—
2-7-85	42	59	—	—	—	3	—	—	—	—	98	4	45.64	—
2-21-85	42	59	—	—	—	4	—	—	—	—	97	20	121.83	—
3-7-85	31	46	—	—	—	2	—	—	—	—	75	8	109.41	—
4-18-85	20	31	—	—	—	4	7	—	—	2	57	11	103.08	—
4-22-85	20	51	—	—	—	10	8	—	—	2	51	14	124.48	—
5-2-85	58	64	—	—	—	1	—	—	—	—	123	1	9.95	—
5-9-85	58	64	—	—	—	1	—	—	—	—	123	3	98.85	—
5-16-85	56	61	—	—	—	—	—	—	—	—	120	1	4.95	—
5-30-85	56	61	—	—	—	—	—	—	—	—	120	1	4.95	—
6-6-85	56	64	—	—	—	—	—	—	—	—	120	2	26.95	—
6-20-85	56	63	—	—	—	—	—	—	—	—	121	2	26.95	—
7-17-85	55	62	—	—	1	11	3	—	1	2	100	57	605.73	—
8-15-85	25	13	—	—	5	1	2	—	—	2	33	6	53.07	—
8-29-85	25	13	—	—	5	1	0	—	—	0	93	22	91.77	—

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POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
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NP: NEW PRICE

REFERENCE MATERIALS ORDERED

Total Tabulation of
West Fulton High School

DATES	TITLES ZW	TITLES HB	BACKORDERS		CANCELLATIONS CAN	OP	TOS	NOS	NYP	OOS	QUANTITY ORDERED	QUANTITY RECEIVED	COST	NP
5-11-78 TO 7-25-79	990	754	-	-	16	29	7	1	-	-	566	450	$3,280.34	74
9-9-79 TO 6-26-80	713	825	-	-	5	36	6	-	1	7	580	519	$4,396.22	64
8-13-80 TO 7-16-81	999	1001	-	-	42	32	15	-	-	10	1134	931	$5,736.30	101
8-12-81 TO 7-28-82	463	841	-	-	6	37	12	-	-	13	513	261	$2,011.01	70
8-19-82 TO 7-14-83	465	977	-	-	5	38	10	2	2	8	543	291	$2,902.31	44
8-11-83 TO 7-17-84	490	988	-	-	25	28	15	-	-	5	470	222	$2,535.45	1
8-9-84 TO 8-15-85	333	1103	-	-	29	15	18	-	-	4	328	257	$2,398.50	1

Appendix G

Total Tabulation of

Burgess Elementary School

DATES	TITLES		BACKORDERS		CANCELLATIONS						QUANTITY		COST	NP
	ZW	HB			CAN	OP	TOS	NOP	NYP	POS	ORDERED	RECEIVED		
5-11-78 TO 7-25-79	367	624	-	-	4	10	-	-	-	2	271	212	$1,115.79	63
8-9-79 TO 6-26-80	169	437	-	-	1	8	1	-	-	-	204	126	$1,074.00	25
8-13-80 TO 7-16-81	109	559	-	-	-	17	5	-	-	4	246	227	$1,869.75	41
8-12-81 TO 7-28-82	94	377	-	-	1	24	5	-	-	7	151	92	$688.94	22
8-19-82 TO 7-14-83	130	131	-	-	-	5	2	-	-	-	66	50	$663.86	7
8-11-83 TO 7-19-84	158	425	-	-	54	4	2	-	-	7	166	95	$107.33	2
8-9-84 TO 8-15-85	28	412	-	-	7	7	-	1	-	-	113	98	$997.34	1

Appendix H

Total Tabulation of

Pickett Elementary School

DATES	TITLES ZW	TITLES HB	BACKORDERS		CANCELLATIONS CAN	CP	TOS	NOT	NYP	POS	QUANTITY ORDERED	QUANTITY RECEIVED	COST	NP
5-11-78 TO 7-25-79	426	490	-	-	7	9	4	1	-	-	296	175	$892.76	49
8-9-79 TO 6-26-80	259	428	-	-	2	8	2	-	-	1	168	139	$1,248.13	26
8-13-80 TO 7-16-81	162	861	-	-	-	22	6	-	-	2	426	320	$2,229.07	39
8-12-81 TO 7-28-82	156	384	-	-	1	39	10	-	-	3	141	90	$1,027.95	20
8-19-82 TO 7-14-83	160	127	-	-	-	2	1	-	-	6	52	40	$1,252.38	10
8-11-83 TO 7-19-84	188	400	-	-	25	7	2	-	-	2	228	65	$463.18	-
8-9-84 TO 8-29-85	162	371	-	-	20	9	2	1	-	4	147	85	$1,367.80	1

Appendix I

Total Tabulation of

Whitefoord Elementary School

DATES	TITLES		BACKORDERS		CANCELLATIONS						QUANTITY		COST	NP
	FW	HB			CAN	OP	TOS	NOP	NYP	POS	ORDERED	RECEIVED		
5-11-78 TO 7-25-79	166	99	–	–	–	–	–	–	–	1	90	73	$462.54	8
8-9-79 TO 6-26-80	184	565	–	–	–	2	1	–	–	–	255	233	$1,246.21	36
8-13-80 TO 7-16-81	86	718	–	–	–	14	5	–	–	4	240	204	$1,611.83	55
8-12-81 TO 7-28-82	67	373	–	–	1	7	3	–	–	4	138	113	$738.12	28
8-19-82 TO 7-14-83	259	944	–	–	2	6	2	–	–	1	333	167	$1,264.40	42
8-11-83 TO 7-19-84	683	915	–	–	74	10	3	–	–	10	419	230	$1,172.38	1
8-9-84 TO 8-29-85	699	1107	–	–	22	74	22	–	1	10	302	177	$1,629.75	–

APPENDIX J
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 23165 (4/12/79) 23854 (5/78) 23854 (7/23/79) SCHOOL NAME: West Fulton High School 47

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
3-11-78	35	30	—	—	—	—	—	1	—	—	77	25	165.05	6
3-23-78	23	27	—	—	—	—	—	—	—	—	7	8	31.77	2
6-8-78	29	27	—	—	—	1	—	—	—	—	1	29	111.15	7
6-22-78	11	18	—	—	—	1	—	—	—	—	—	5	42.81	—
8-10-78	7	15	—	—	—	2	—	—	—	—	11	9	114.39	3
9-7-78	16	16	—	—	—	—	—	—	—	—	27	2	87.00	—
9-21-78	16	16	—	—	—	—	—	—	—	—	—	3	42.29	—
10-5-78	40	37	—	—	—	—	1	—	—	—	98	2	1.50	—
11-2-78	56	63	—	—	—	1	—	—	—	—	104	17	17.10	6
11-16-78	56	63	—	—	—	2	—	—	—	—	15	52	337.14	11
12-1-78	67	53	—	—	—	1	1	—	—	—	58	9	33.04	—
12-13-78	67	53	—	—	—	4	1	—	—	—	6	58	302.30	7
1-4-79	63	35	—	—	—	—	—	—	—	—	40	17	106.28	4
1-18-79	63	35	—	—	—	4	—	—	—	—	4	38	174.43	7
2-1-79	47	22	—	—	—	1	—	—	—	—	5	19	79.48	2
2-15-79	48	23	—	—	—	1	—	—	—	—	20	37	147.36	3
3-1-79	47	22	—	—	—	—	1	—	—	—	26	12	41.22	2
3-15-79	47	22	—	—	—	—	1	—	—	—	13	29	126.24	3
3-30-78	—	—	—	—	—	—	—	—	—	—	—	—	—	—
4-12-79	47	22	—	—	—	2	1	—	—	—	23	40	152.59	6
4-26-79	35	22	—	—	1	—	—	—	—	—	34	1	—	—
5-10-79	36	23	—	—	1	1	1	—	—	—	5	11	56.49	2
5-24-79	31	21	—	—	8	1	—	—	—	—	—	1	3.54	—
6-7-79	31	27	—	—	5	3	—	—	—	—	19	6	10.20	2
6-21-79	26	20	—	—	—	—	—	—	—	—	8	1	7.50	—
6-28-79	26	20	—	—	—	2	—	—	—	—	—	9	463.80	3
7-25-79	20	22	—	—	1	2	—	—	—	—	—	10	473.25	1
8-9-79	20	22	—	—	1	3	—	—	—	—	12	22	608.48	2
8-23-79	15	4	—	—	—	—	—	—	—	—	5	1	20.00	—
9-20-79	49	58	—	—	—	—	—	—	—	—	152	—	—	—
10-18-79	63	53	—	—	—	3	—	—	—	—	76	86	287.36	12
11-1-79	95	96	—	—	—	5	—	—	—	—	143	133	500.48	17
11-15-79	61	45	—	—	—	3	—	—	—	—	1	6	121.77	—
11-29-79	67	87	—	—	1	3	2	—	1	1	61	25	234.11	4
1-2-80	24	86	—	—	—	1	—	—	—	—	31	43	218.06	5
1-16-80	76	74	—	—	—	6	2	—	—	2	—	37	246.64	5
1-24-80	46	77	—	—	—	9	2	—	—	2	39	59	406.58	9
2-7-80	30	30	—	—	—	1	—	—	—	1	11	16	265.54	1
2-21-80	30	31	—	—	—	1	—	—	—	1	19	25	243.36	3
3-6-80	23	17	—	—	—	—	—	—	—	—	2	4	115.25	—
3-19-80	30	17	—	—	—	1	—	—	—	—	—	22	190.46	—
4-3-80	18	10	—	—	—	—	—	—	—	—	1	5	56.85	2
4-17-80	18	14	—	—	—	—	—	—	—	—	9	5	56.85	2
5-1-80	18	11	—	—	1	—	—	—	—	—	1	6	318.69	—
5-15-80	18	12	—	—	1	—	—	—	—	—	8	7	319.40	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED
HOW TO DO IT ENCY (5-25-78) $84.00 (REC)
ENCY OF PHYSICS (5-10-78) $39.50 (REC)
ENCY. AMERICANA (30 VOL) (6-28-79) $418.00 (REC)
COMPTON'S ENCY. (26 VOL) (2-7-80) $109.00 (REC.)
WORLD BOOK ENCY. (20 VOL) (5-1-80) $387.25 (REC)

APPENDIX J
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY #2395-1 (7/25/79) SCHOOL NAME: WEST FULTON HIGH SCHOOL 48

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-29-80	12	14	—	—	—	—	—	—	—	—	8	1	39.50	—
6-12-80	12	14	—	—	—	—	—	—	—	—	1	4	51.35	—
6-19-80	7	13	—	—	—	—	—	—	—	—	—	2	11.90	—
6-26-80	9	13	—	—	—	—	—	—	—	—	—	13	123.09	2
8-13-80	5	7	—	—	—	—	—	—	—	—	2	1	3.50	—
8-14-80	5	7	—	—	—	1	—	—	—	—	—	2	12.47	—
8-28-80	3	6	—	—	—	—	—	—	—	—	1	—	—	—
9-11-80	56	61	—	—	—	—	—	—	—	—	39	—	—	—
9-25-80	56	62	—	—	2	—	—	—	—	—	109	—	—	—
10-9-80	56	64	—	—	2	—	1	—	—	—	39	1	7.96	—
10-23-80	57	61	—	—	—	1	—	—	—	1	3	85	519.45	12
11-6-80	82	79	—	—	—	1	—	—	—	1	162	88	318.38	13
11-20-80	54	39	—	—	—	2	—	—	—	—	—	31	174.56	1
12-4-80	84	39	—	—	—	2	—	—	—	—	71	94	184.56	3
12-18-80	84	39	—	—	—	2	—	—	—	—	96	100	198.63	3
1-8-81	40	88	—	—	—	1	3	—	—	2	146	26	154.51	3
1-22-81	22	81	—	—	—	—	—	—	—	—	58	14	160.33	—
2-12-81	94	30	—	—	9	—	—	—	—	—	33	24	197.33	—
2-25-81	44	30	—	—	9	7	—	—	—	—	25	88	267.36	14
3-26-81	102	30	—	—	9	7	4	—	—	1	101	135	958.21	22
4-2-81	32	103	—	—	9	7	4	—	—	1	159	147	1024.66	24
4-16-81	9	19	—	—	—	—	—	—	—	—	24	14	138.07	—
4-30-81	17	45	—	—	1	1	—	—	—	1	47	17	152.30	1
5-14-81	15	35	—	—	—	—	—	—	—	1	7	9	114.35	1
6-4-81	15	38	—	—	—	—	—	—	—	1	11	36	361.55	3
6-11-81	7	13	—	—	—	—	—	—	—	—	4	5	51.17	—
6-18-81	7	13	—	—	1	—	—	—	—	—	4	5	81.17	—
6-25-81	5	12	—	—	—	—	3	—	—	1	—	7	106.75	1
7-16-81	—	—	—	—	—	—	—	—	—	—	—	—	—	—
8-12-81	1	8	—	—	3	—	—	—	—	—	4	7	102.73	1
9-10-81	4	33	—	—	—	—	1	—	—	—	46	2	—	—
10-8-81	28	95	—	—	—	—	—	—	—	—	—	2	—	—
10-22-81	28	95	—	—	1	3	—	—	—	—	96	21	246.50	3
11-5-81	51	132	—	—	—	—	—	—	—	—	107	3	8.95	—
11-19-81	51	132	—	—	—	11	—	—	—	—	—	51	462.73	24
1-14-82	14	51	—	—	—	2	—	—	—	2	62	24	192.75	6
2-11-82	14	49	—	—	—	1	—	—	—	—	—	5	25.36	1
2-25-82	14	49	—	—	1	2	1	—	—	3	45	19	128.18	6
3-11-82	31	39	—	—	—	3	3	—	—	2	29	20	111.61	5
3-25-82	31	39	—	—	—	5	5	—	—	3	23	25	154.06	8
4-6-82	35	19	—	—	—	3	—	—	—	—	25	16	76.15	4
4-22-82	24	19	—	—	—	3	—	—	—	2	17	16	76.15	4
5-6-82	24	16	—	—	—	1	—	—	—	—	13	10	52.53	1
5-20-82	24	17	—	—	—	1	—	—	—	—	12	13	142.45	1
6-3-82	15	15	—	—	—	—	—	—	—	—	2	4	21.67	1

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

ENCY. BRITANNICA (30 VOL.) (11-20-80) $529.00 (REC

APPENDIX J
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 23854 (7-25-77) SCHOOL NAME: WEST FULTON HIGH SCHOOL

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-17-82	21	15	—	—	—	—	—	—	—	—	10	4	21.07	1
6-24-82	19	9	—	—	—	—	—	—	—	—	22	4	43.69	1
7-28-82	19	7	—	—	1	2	2	—	—	—	—	15	124.82	1
8-19-82	4	3	—	—	1	—	1	—	—	—	4	1	13.29	—
9-9-82	24	52	—	—	1	—	1	—	—	—	23	1	13.29	—
9-23-82	24	49	—	—	—	—	—	—	—	—	45	1	4.56	—
10-7-82	24	49	—	—	1	—	—	—	—	—	74	1	4.56	—
10-21-82	20	49	—	—	—	16	—	—	—	—	—	48	363.29	11
11-18-82	28	56	—	—	—	1	—	—	—	—	68	2	17.47	—
12-2-82	30	59	—	—	—	1	—	—	—	—	15	9	51.12	—
12-16-82	35	56	—	—	—	—	—	—	—	—	1	—	—	—
1-6-83	35	58	—	—	—	—	—	—	—	—	3	—	—	—
1-20-83	45	84	—	—	1	11	—	—	—	2	164	51	418.41	8
2-3-83	45	86	—	—	1	12	1	—	—	4	59	165	518.84	12
2-17-83	21	44	—	—	—	—	—	—	—	—	18	—	—	—
3-3-83	21	44	—	—	—	—	—	—	—	—	—	20	130.21	2
3-17-83	28	44	—	—	—	1	3	—	1	1	18	5	349.08	—
4-7-83	28	44	—	—	—	1	2	—	1	1	12	20	563.08	4
4-21-83	24	47	—	—	—	—	1	—	—	—	20	11	91.85	—
5-5-83	24	47	—	—	—	5	1	2	—	—	4	53	346.96	7
5-19-83	4	25	—	—	—	—	—	—	—	—	8	—	—	—
6-2-83	5	25	—	—	—	—	—	—	—	—	—	—	—	—
6-16-83	5	27	—	—	—	—	—	—	—	—	2	—	—	—
6-23-83	5	27	—	—	—	—	—	—	—	—	—	3	36.44	—
7-14-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
8-11-83	—	1	—	—	—	—	—	—	—	—	—	—	—	—
8-25-83	—	1	—	—	—	—	1	—	—	—	—	—	—	—
9-8-83	11	34	—	—	—	—	—	—	—	—	54	—	—	—
9-22-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
10-6-83	14	44	—	—	1	—	—	—	—	—	16	—	—	—
10-20-83	14	44	—	—	1	4	—	—	—	—	—	22	207.27	—
11-3-83	17	66	—	—	—	—	—	—	—	—	68	3	18.43	—
11-17-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
12-1-83	25	72	—	—	—	—	—	—	—	—	28	4	13.60	—
12-15-83	29	72	—	—	—	—	—	—	—	—	126	6	35.75	—
1-12-84	27	72	—	—	—	—	—	—	—	—	10	5	44.13	—
1-26-84	27	72	—	—	—	5	4	—	—	1	—	25	146.66	—
2-9-84	23	58	—	—	11	—	4	—	—	—	8	5	14.30	—
2-23-84	26	69	—	—	11	—	4	—	—	—	37	4	31.85	—
3-8-84	35	67	—	—	—	—	—	—	—	—	45	6	55.82	—
3-22-84	33	67	—	—	—	6	—	—	—	—	—	40	368.37	—
4-5-84	33	44	—	—	—	—	—	—	—	2	21	7	451.85	—
4-26-84	33	44	—	—	1	1	—	—	—	1	3	22	553.37	1
5-10-84	29	41	—	—	—	4	—	—	—	—	13	12	121.16	—
5-24-84	29	41	—	—	—	4	—	—	—	—	16	33	311.11	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

COMPTON'S ENCY. (26 VOL.) (3-17-83) $349.00 (REC)

WORLD BOOK ENCY. (20 VOL.) (4-5-84) $433.00 (REC)

APPENDIX J
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 23854 (7-25-79) SCHOOL NAME: West Fulton High School 50

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-5-84	19	25	—	—	—	—	—	—	—	—	9	5	12.68	—
6-21-84	31	27	—	—	—	—	—	—	—	—	16	5	12.68	—
7-19-84	23	27	—	—	—	4	2	—	—	1	—	16	116.90	—
8-9-84	16	15	—	—	13	—	—	—	—	—	—	7	44.08	—
8-23-84	16	15	—	—	13	1	—	—	—	—	19	10	65.03	—
9-6-84	29	29	—	—	1	—	—	—	—	—	85	—	—	—
9-20-84	29	29	—	—	1	—	3	—	—	2	6	—	—	—
10-4-84	32	53	—	—	—	—	—	—	—	—	49	4	27.90	—
10-18-84	32	53	—	—	—	—	1	—	—	1	1	27	206.01	—
11-1-84	29	46	—	—	—	—	—	—	—	—	40	7	73.79	—
11-15-84	29	46	—	—	—	1	—	—	—	—	6	54	329.15	—
11-29-84	6	46	—	—	—	—	—	—	—	—	14	1	6.95	—
12-12-84	6	46	—	—	—	1	—	—	—	—	1	15	118.83	1
1-10-85	10	67	—	—	—	3	—	—	—	—	16	19	208.37	—
1-24-85	10	67	—	—	—	4	1	—	—	—	19	39	398.44	—
2-7-85	5	40	—	—	—	—	—	—	—	—	20	6	77.78	—
2-21-85	9	40	—	—	—	3	2	—	—	—	—	14	177.38	—
3-7-85	7	24	—	—	—	—	—	—	—	—	5	—	—	—
4-18-85	7	45	—	—	—	—	1	—	—	—	22	3	30.80	—
4-29-85	7	45	—	—	—	1	1	—	—	—	3	7	72.46	—
5-2-85	6	39	—	—	—	—	—	—	—	—	2	—	—	—
5-9-85	6	39	—	—	—	—	—	—	—	—	—	—	—	—
5-16-85	5	39	—	—	—	—	—	—	—	—	—	—	—	—
5-30-85	8	48	—	—	—	—	—	—	—	—	12	—	—	—
6-6-85	8	48	—	—	—	—	—	—	—	—	—	—	—	—
6-20-85	8	48	—	—	—	—	—	—	—	—	—	4	64.80	—
7-17-85	8	44	—	—	—	1	8	—	—	1	—	29	322.40	—
8-15-85	4	12	—	—	1	—	1	—	—	—	8	11	114.94	—
8-29-85	—	—	—	—	—	—	—	—	—	—	—	—	—	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

APPENDIX K
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 44070 (4-24-78) 44070 (5-78) 42119 (7-25-78) SCHOOL NAME: BURGESS ELEMENTARY

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-11-78	25	10	—	—	—	—	—	—	—	—	39	14	45.60	6
5-25-78	14	9	—	—	1	1	—	—	—	—	1	3	7.25	1
6-8-78	9	14	—	—	1	1	—	—	—	—	5	17	70.35	2
6-22-78	5	5	—	—	—	—	—	—	—	—	6	1	—	1
8-10-78	8	5	—	—	—	3	—	—	—	—	—	5	23.69	1
9-7-78	20	21	—	—	—	—	—	—	—	—	47	1	—	1
9-21-78	20	21	—	—	—	—	—	—	—	—	1	2	12.00	1
10-5-78	24	31	—	—	—	—	—	—	—	—	19	1	—	1
11-2-78	24	31	—	—	—	—	—	—	—	—	1	24	107.87	9
11-16-78	24	31	—	—	—	—	—	—	—	—	24	38	190.24	11
12-1-78	16	9	—	—	—	—	—	—	—	—	2	4	7.59	1
12-13-78	16	8	—	—	—	—	—	—	—	—	4	7	14.39	2
1-4-79	16	38	—	—	—	—	—	—	—	—	38	3	13.48	1
1-18-79	16	38	—	—	—	—	—	—	—	—	23	6	25.83	1
2-1-79	14	41	—	—	—	—	—	—	—	1	5	2	3.45	1
2-15-79	14	41	—	—	—	1	—	—	—	1	2	7	20.20	4
3-1-79	9	38	—	—	—	—	—	—	—	—	3	4	43.48	2
3-15-79	9	38	—	—	—	1	—	—	—	—	8	14	83.68	4
3-30-79	11	47	—	—	—	1	—	—	—	—	26	17	154.53	6
4-12-79	—	—	—	—	—	—	—	—	—	—	—	—	—	—
4-26-79	11	36	—	—	1	—	—	—	—	—	2	1	—	—
5-10-79	11	32	—	—	1	2	—	—	—	—	6	11	106.02	1
5-24-79	9	21	—	—	—	—	—	—	—	—	3	5	58.83	1
6-7-79	11	24	—	—	—	—	—	—	—	—	11	5	58.93	1
6-21-79	11	20	—	—	—	—	—	—	—	—	—	2	8.04	—
6-25-79	11	20	—	—	—	—	—	—	—	—	2	6	32.23	3
7-25-79	11	14	—	—	—	—	—	—	—	—	—	9	35.81	1
8-9-79	11	14	—	—	—	—	—	—	—	—	5	13	102.39	1
8-23-79	8	6	—	—	—	—	—	—	—	—	1	6	13.26	2
9-20-79	3	5	—	—	—	—	—	—	—	—	—	—	—	—
10-18-79	12	28	—	—	—	—	—	—	—	—	34	—	—	—
11-1-79	12	28	—	—	—	1	—	—	—	—	—	20	43.71	4
11-15-79	10	10	—	—	—	1	—	—	—	—	—	—	—	—
11-29-79	11	19	—	—	—	1	—	—	—	—	11	7	57.40	1
1-2-80	9	14	—	—	—	—	—	—	—	—	1	2	3.45	—
1-10-80	7	14	—	—	—	—	—	—	—	—	—	7	38.65	1
1-24-80	7	14	—	—	—	1	—	—	—	—	16	7	47.55	1
2-7-80	4	7	—	—	—	—	—	—	—	—	1	—	—	—
2-21-80	9	43	—	—	—	—	—	—	—	—	48	2	16.35	—
3-6-80	8	42	—	—	—	—	—	—	—	—	—	—	—	—
3-19-80	8	42	—	—	—	—	—	—	—	—	—	1	5.12	—
4-3-80	8	41	—	—	—	—	—	—	—	—	—	5	27.01	—
4-17-80	—	—	—	—	—	—	—	—	—	—	—	—	—	—
5-1-80	7	37	—	—	1	2	1	—	—	—	47	35	545.51	9
5-15-80	—	—	—	—	—	—	—	—	—	—	—	—	—	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED
COMPTON'S ENCY. (26 VOL.) (11-1-79) $109.00 (REC)
WORLD BOOK ENCY. (20 VOL.) (5-1-80) $298.25 (REC)

APPENDIX K
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 42119 (7-25-79) SCHOOL NAME: Burgess Elementary

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-29-80	6	16	—	—	—	—	—	—	—	—	15	3	10.29	1
6-12-80	10	19	—	—	—	—	—	—	—	—	19	3	10.29	1
6-19-80	10	17	—	—	—	1	—	—	—	—	10	—	—	—
6-26-80	11	21	—	—	—	1	—	—	—	—	16	13	147.52	4
8-13-80	6	11	—	—	—	—	—	—	—	—	—	2	14.44	1
8-14-80	12	11	—	—	—	—	—	—	—	—	2	9	61.55	1
8-28-80	4	3	—	—	—	—	—	—	—	—	—	—	—	—
9-11-80	4	9	—	—	—	—	—	—	—	—	6	2	8.78	—
9-25-80	2	9	—	—	—	—	—	—	—	—	—	—	—	—
10-9-80	2	9	—	—	—	—	1	—	—	—	—	1	6.95	—
10-23-80	2	5	—	—	—	2	—	—	—	2	—	3	21.85	—
11-6-80	7	20	—	—	—	2	—	—	—	2	23	4	23.29	—
11-20-80	5	15	—	—	—	—	—	—	—	—	5	2	140.74	—
12-4-80	9	16	—	—	—	2	—	—	—	—	9	11	194.60	2
12-18-80	9	16	—	—	—	2	—	—	—	—	13	15	213.75	2
1-8-81	8	4	—	—	—	1	—	—	—	—	11	5	16.91	—
1-22-81	7	41	—	—	—	1	—	—	—	—	34	6	13.70	—
2-12-81	7	64	—	—	—	1	—	—	—	—	31	7	84.59	1
2-25-81	—	—	—	—	—	—	—	—	—	—	—	—	—	—
3-26-81	7	64	—	—	—	1	2	—	—	—	5	45	293.32	9
4-2-81	9	83	—	—	—	1	2	—	—	—	69	56	372.55	13
4-16-81	2	33	—	—	—	—	—	—	—	—	3	5	35.71	2
4-30-81	3	34	—	—	—	2	—	—	—	—	5	15	101.16	4
5-14-81	2	28	—	—	—	—	—	—	—	—	12	5	35.82	2
6-4-81	2	28	—	—	—	—	—	—	—	—	5	7	92.37	2
6-11-81	2	21	—	—	—	1	—	—	—	—	—	10	78.96	1
6-18-81	3	21	—	—	—	1	—	—	—	—	12	11	83.32	1
6-25-81	1	11	—	—	—	—	—	—	—	—	1	6	35.74	—
7-16-81	—	—	—	—	—	—	—	—	—	—	—	—	—	—
8-12-81	1	5	—	—	—	—	—	—	—	—	1	4	58.45	—
9-10-81	8	17	—	—	—	—	—	—	—	—	24	1	6.95	—
10-8-81	8	16	—	—	—	—	—	—	—	—	—	—	—	—
10-22-81	8	16	—	—	1	—	—	—	—	—	—	15	48.08	3
11-5-81	4	5	—	—	—	—	1	—	—	—	—	—	—	—
11-19-81	4	6	—	—	—	—	1	—	—	—	4	3	25.30	1
1-14-82	2	42	—	—	—	—	1	—	—	—	35	2	11.90	—
2-11-82	3	46	—	—	—	3	—	—	—	—	12	8	63.66	1
2-25-82	3	46	—	—	—	3	—	—	—	—	10	9	64.60	1
3-11-82	3	34	—	—	—	10	—	—	—	—	—	14	104.97	7
3-25-82	3	34	—	—	—	6	—	—	—	—	20	16	116.91	8
4-6-82	4	12	—	—	—	3	—	—	—	—	4	—	—	—
4-22-82	4	12	—	—	—	3	—	—	—	4	—	—	—	—
5-6-82	11	5	—	—	—	—	2	—	—	3	1	2	03.59	1
5-20-82	—	—	—	—	—	—	—	—	—	—	—	—	—	—
6-3-82	11	27	—	—	—	—	—	—	—	—	35	—	—	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

COMPLETE READ ABOUT ANIMALS (11-20-80) $139.26 (REC)

APPENDIX K
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 42119 (7-25-79) SCHOOL NAME: BURGESS ELEMENTARY

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-17-82	2	—	—	—	—	—	—	—	—	—	—	—	—	—
6-24-82	11	27	—	—	—	—	—	—	—	—	—	—	—	—
7-26-82	11	27	—	—	—	1	—	—	—	—	1	18	164.23	—
8-19-82	7	18	—	—	—	1	—	—	—	—	—	5	31.34	—
9-7-82	18	21	—	—	—	1	—	—	—	—	29	9	53.46	—
9-23-82	14	15	—	—	—	—	—	—	—	—	1	4	25.75	—
10-7-82	19	20	—	—	—	—	—	—	—	—	19	5	95.70	—
10-21-82	15	23	—	—	—	3	—	—	—	—	—	9	117.62	3
11-18-82	9	11	—	—	—	—	—	—	—	—	6	2	121.36	—
12-2-82	—	—	—	—	—	—	—	—	—	—	—	—	—	—
12-16-82	9	9	—	—	1	—	—	—	—	—	—	9	42.24	2
1-6-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
1-20-83	4	5	—	—	—	—	—	—	—	—	—	1	8.09	—
2-3-83	4	5	—	—	—	—	2	—	—	—	—	2	9.59	—
2-17-83	1	4	—	—	—	—	—	—	—	—	2	—	—	—
3-3-83	1	4	—	—	—	—	—	—	—	—	—	4	40.71	—
3-17-83	1	—	—	—	—	—	—	—	—	—	—	—	—	—
4-7-83	1	—	—	—	—	—	—	—	—	—	—	—	—	—
4-21-83	1	—	—	—	—	—	—	—	—	—	—	—	—	—
5-5-83	1	—	—	—	—	—	—	—	—	—	—	—	—	—
5-19-83	1	—	—	—	—	—	—	—	—	—	—	—	—	—
6-2-83	1	—	—	—	—	—	—	—	—	—	—	—	—	—
6-16-83	1	—	—	—	—	—	—	—	—	—	—	—	—	—
6-23-83	16	—	—	—	—	—	—	—	—	—	9	—	—	—
7-14-83	16	—	—	—	—	—	—	—	—	—	—	—	—	—
8-11-83	1	—	—	—	—	—	—	—	—	—	—	2	7.00	—
8-25-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
9-8-83	4	13	—	—	—	—	—	—	—	—	13	—	—	—
9-22-83	4	13	—	—	—	—	—	—	—	—	—	—	—	—
10-6-83	15	32	—	—	—	—	—	—	—	—	40	2	13.32	1
10-20-83	15	35	—	—	—	2	—	—	—	—	—	7	57.69	1
11-3-83	14	32	—	—	—	—	2	—	—	—	2	2	10.78	—
11-17-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
12-1-83	12	30	—	—	—	—	—	—	—	—	2	1	2.95	—
12-15-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
1-12-84	11	30	—	—	—	—	—	—	—	—	—	2	13.65	—
1-26-84	11	30	—	—	—	—	—	—	—	1	1	4	28.42	—
2-9-84	12	26	—	—	27	—	—	—	—	3	—	3	30.85	—
2-23-84	17	47	—	—	27	—	—	—	—	3	34	3	30.85	—
3-8-84	10	30	—	—	—	—	—	—	—	—	42	2	19.78	—
3-22-84	10	30	—	—	—	1	—	—	—	—	1	24	235.82	—
4-5-84	3	11	—	—	—	—	—	—	—	—	2	1	9.65	—
4-21-84	3	11	—	—	—	—	—	—	—	—	1	4	8.92	—
5-10-84	2	7	—	—	—	—	—	—	—	—	1	3	34.08	—
5-24-84	2	7	—	—	—	—	—	—	—	—	3	4	39.54	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

APPENDIX K
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 42119 (7-25-79) SCHOOL NAME: Burgess Elementary

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-5-84	3	10	—	—	—	—	—	—	—	—	8	3	16.07	—
6-21-84	3	11	—	—	—	—	—	—	—	—	4	3	16.01	—
7-19-84	3	11	—	—	—	1	—	—	—	—	7	2	6.77	—
8-9-84	2	4	—	—	3	—	—	—	—	—	—	2	19.36	—
8-23-84	2	4	—	—	4	2	—	—	—	—	—	2	19.36	—
9-6-84	3	20	—	—	—	—	—	—	—	—	23	—	—	—
9-25-84	3	20	—	—	—	—	—	—	—	—	—	—	—	—
10-4-84	3	20	—	—	—	—	—	—	—	—	—	—	—	—
10-18-84	3	20	—	—	—	—	—	—	—	—	—	10	99.69	—
11-1-84	3	44	—	—	—	2	—	—	—	—	32	4	40.92	—
11-15-84	—	—	—	—	—	—	—	—	—	—	—	—	—	—
11-29-84	2	39	—	—	—	—	—	—	—	—	2	1	6.99	—
12-12-84	2	39	—	—	—	1	—	1	—	—	—	4	32.05	—
1-10-85	1	44	—	—	—	1	—	—	—	—	11	25	241.00	—
1-24-85	1	44	—	—	—	1	—	—	—	—	24	30	308.69	—
2-7-85	1	17	—	—	—	—	—	—	—	—	5	1	9.95	—
2-21-85	1	17	—	—	—	—	—	—	—	—	1	3	24.85	—
3-7-85	1	14	—	—	—	—	—	—	—	—	—	—	—	—
4-18-85	—	5	—	—	—	—	—	—	—	—	—	—	—	—
4-29-85	—	5	—	—	—	—	—	—	—	—	—	1	14.45	1
5-2-85	—	8	—	—	—	—	—	—	—	—	4	—	—	—
5-8-85	—	8	—	—	—	—	—	—	—	—	—	2	24.90	—
5-16-85	—	6	—	—	—	—	—	—	—	—	—	2	19.98	—
5-30-85	—	6	—	—	—	—	—	—	—	—	2	2	19.98	—
6-6-85	—	6	—	—	—	—	—	—	—	—	2	2	19.98	—
6-20-85	—	9	—	—	—	—	—	—	—	—	5	2	19.98	—
7-17-85	—	7	—	—	—	—	—	—	—	—	—	1	10.45	—
8-15-85	—	6	—	—	—	—	—	—	—	—	—	4	44.35	—
8-29-85	—	—	—	—	—	—	—	—	—	—	—	—	—	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

APPENDIX L
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

42116(4-12-79)

AGENCY #42165(5-78) 41294(7-25-79) SCHOOL NAME: FICKETT ELEMENTARY

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-11-78	22	11	—	—	—	3	3	—	—	—	27	12	90.53	4
5-25-78	12	4	—	—	1	—	—	—	—	—	6	—	—	—
6-8-78	12	4	—	—	1	—	—	—	—	—	1	2	7.90	1
6-22-78	10	4	—	—	—	—	—	—	—	—	4	4	27.20	1
8-10-78	9	4	—	—	—	—	—	—	—	—	2	8	16.79	2
9-7-78	18	28	—	—	—	—	—	—	—	—	40	2	5.75	1
9-21-78	18	28	—	—	—	—	—	—	—	—	—	3	6.92	—
10-5-78	21	50	—	—	—	—	—	—	—	—	63	—	—	1
11-2-78	25	65	—	—	—	1	—	—	—	—	28	35	119.56	6
11-16-78	25	65	—	—	—	1	—	—	—	—	67	46	244.40	11
12-1-78	15	41	—	—	—	—	—	—	—	—	19	4	16.68	3
12-13-78	14	41	—	—	—	—	—	1	—	—	3	20	105.52	10
1-4-79	13	23	—	—	—	—	—	—	—	—	1	1	6.60	1
1-18-79	13	23	—	—	—	—	1	—	—	—	—	9	46.47	—
2-1-79	17	15	—	—	—	—	—	—	—	—	6	4	12.25	—
2-15-79	17	15	—	—	—	—	—	—	—	—	4	9	36.89	3
3-1-79	17	10	—	—	—	—	—	—	—	—	4	—	—	—
3-15-79	17	10	—	—	—	1	—	—	—	—	—	1	6.95	—
3-30-79	16	10	—	—	—	1	—	—	—	—	2	4	15.90	—
4-12-79	17	10	—	—	—	1	—	—	—	—	2	8	42.17	2
4-26-79	15	6	—	—	—	—	—	—	—	—	4	—	—	—
5-10-79	15	6	—	—	2	—	—	—	—	—	2	2	7.20	—
5-24-79	13	4	—	—	2	—	—	—	—	—	—	4	14.80	1
6-7-79	16	5	—	—	1	—	—	—	—	—	10	4	14.80	2
6-21-79	13	2	—	—	—	—	—	—	—	—	1	—	—	—
6-28-79	13	2	—	—	—	—	—	—	—	—	—	2	17.50	—
7-25-79	11	2	—	—	—	1	—	—	—	—	—	1	29.95	—
5-9-79	11	2	—	—	—	1	—	—	—	—	1	3	38.15	—
5-23-79	7	1	—	—	—	—	—	—	—	—	1	2	1.43	—
9-20-79	6	5	—	—	—	—	—	—	—	—	5	—	—	—
10-18-79	10	23	—	—	—	—	—	—	—	—	22	3	18.54	1
11-1-79	15	23	—	—	—	2	—	—	—	—	7	16	136.32	1
11-15-79	12	9	—	—	—	—	—	—	—	—	3	1	.95	—
11-29-79	12	9	—	—	—	—	2	—	—	1	3	5	24.36	2
1-2-80	10	6	—	—	—	—	—	—	—	—	6	4	48.03	—
1-10-80	8	4	—	—	—	—	—	—	—	—	—	—	—	—
1-24-80	16	7	—	—	—	—	—	—	—	—	12	1	1.50	—
2-7-80	15	7	—	—	1	—	—	—	—	—	—	2	13.92	—
2-21-80	15	7	—	—	1	—	—	—	—	—	3	3	20.11	—
3-6-80	14	47	—	—	—	—	—	—	—	—	45	1	1.25	—
3-19-80	17	49	—	—	—	1	—	—	—	—	4	11	380.59	1
4-3-80	10	45	—	—	—	—	—	—	—	—	2	—	—	—
4-17-80	15	45	—	—	—	—	—	—	—	—	5	—	—	—
5-1-80	15	45	—	—	—	2	—	—	—	—	2	35	205.75	10
5-15-80	15	45	—	—	—	2	—	—	—	—	37	36	213.74	11

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

CHILDCRAFT (15 VOL.) (5-10-78) $1.25? (REC)

WORLD BOOK ENCY. (20 VOL.) (3-19-80) $499.25 (REC)

APPENDIX L
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 41294 (7-25-79) SCHOOL NAME: FICKETT ELEMENTARY

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-29-80	12	11	—	—	—	—	—	—	—	—	2	4	10.90	—
6-12-80	12	13	—	—	—	—	—	—	—	—	16	9	59.82	—
6-19-80	6	12	—	—	—	—	—	—	—	—	—	1	2.50	—
6-26-80	6	13	—	—	—	—	—	—	—	—	2	3	16.95	—
9-13-80	5	10	—	—	—	—	—	—	—	—	—	4	20.53	1
9-19-80	7	10	—	—	—	—	—	—	—	—	4	5	24.93	2
9-28-80	4	6	—	—	—	—	—	—	—	—	—	1	4.10	—
9-11-80	9	15	—	—	—	—	—	—	—	—	14	1	4.10	—
9-25-80	7	15	—	—	—	—	—	—	—	—	9	—	———	—
10-9-80	12	15	—	—	—	—	—	—	—	—	5	—	———	—
10-23-80	12	15	—	—	—	1	1	—	—	—	—	11	71.70	2
11-6-80	17	51	—	—	—	1	1	—	—	—	54	15	78.90	3
11-20-80	11	40	—	—	—	—	—	—	—	—	14	3	9.37	—
12-4-80	15	53	—	—	—	2	—	—	—	—	20	28	151.23	2
12-18-80	15	55	—	—	—	2	—	—	—	—	30	29	154.18	2
1-8-81	5	61	—	—	—	—	—	—	—	—	46	27	181.79	2
1-22-81	2	37	—	—	—	—	—	—	—	—	19	9	57.47	—
2-12-81	6	63	—	—	—	—	—	—	—	—	31	11	73.37	1
2-25-81	6	63	—	—	—	—	—	—	—	—	11	23	157.96	1
3-26-81	5	45	—	—	—	1	—	—	—	—	24	52	394.89	6
4-2-81	6	88	—	—	—	1	—	—	—	1	25	52	394.91	6
4-16-81	1	40	—	—	—	—	—	—	—	—	20	9	57.68	1
4-30-81	1	40	—	—	—	6	—	—	—	1	2	17	110.86	5
5-14-81	1	23	—	—	—	1	2	—	—	—	11	3	21.69	—
6-4-81	6	39	—	—	—	2	2	—	—	—	26	7	49.72	1
6-11-81	5	29	—	—	—	1	—	—	—	—	3	3	21.91	—
6-18-81	—	—	—	—	—	—	—	—	—	—	—	—	———	—
6-25-81	6	26	—	—	—	4	—	—	—	—	—	10	80.44	4
7-16-81	—	—	—	—	—	—	—	—	—	—	—	—	———	—
8-12-81	5	13	—	—	—	5	1	—	—	—	—	3	11.63	1
9-10-81	7	23	—	—	—	1	—	—	—	—	25	5	26.30	1
10-8-81	9	30	—	—	—	—	1	—	—	—	15	—	———	—
10-22-81	9	30	—	—	—	2	1	—	—	—	—	8	152.73	3
11-5-81	6	33	—	—	—	—	—	—	—	—	14	3	23.17	—
11-19-81	6	33	—	—	—	5	—	—	—	—	—	11	54.66	2
1-14-82	11	22	—	—	—	—	1	—	—	—	19	2	16.70	1
2-11-82	15	24	—	—	—	3	—	—	—	—	8	8	62.46	3
2-25-82	15	24	—	—	1	5	1	—	—	—	7	10	79.16	3
3-11-82	8	14	—	—	—	4	—	—	—	1	2	—	———	—
3-25-82	8	14	—	—	—	4	—	—	—	1	5	1	7.29	1
4-6-82	10	22	—	—	—	2	1	—	—	—	17	3	9.00	—
4-22-82	10	22	—	—	—	2	2	—	—	1	4	3	9.00	—
5-6-82	8	22	—	—	—	3	1	—	—	—	5	7	43.19	2
5-20-82	8	22	—	—	—	3	1	—	—	—	11	10	297.39	2
6-3-82	7	13	—	—	—	—	—	—	—	—	5	4	81.12	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

APPENDIX L
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 41294 (7-25-79) SCHOOL NAME: FICKETT ELEMENTARY

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-17-82	4	13	—	—	—	—	—	—	—	—	—	4	$1.12	—
6-24-82	5	5	—	—	—	—	—	—	—	—	—	1	8.32	—
7-28-82	5	5	—	—	—	—	—	—	—	—	1	7	105.01	1
8-19-82	2	2	—	—	—	—	—	—	—	2	—	—	—	—
9-9-82	2	2	—	—	—	—	—	—	—	2	2	1	1.35	—
9-23-82	1	—	—	—	—	—	—	—	—	—	—	—	—	—
10-7-82	9	15	—	—	—	—	—	—	—	1	23	—	—	—
10-21-82	8	15	—	—	—	—	—	—	—	—	—	—	—	—
11-18-82	8	15	—	—	—	—	—	—	—	—	—	—	—	—
12-2-82	11	20	—	—	—	—	—	—	—	—	5	—	—	—
12-16-82	11	20	—	—	—	1	—	—	—	—	—	12	89.13	5
1-6-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
1-20-83	13	10	—	—	—	—	—	—	—	—	6	4	441.85	—
2-3-83	13	10	—	—	—	—	—	—	—	—	4	7	631.45	1
2-17-83	11	5	—	—	—	—	—	—	—	—	—	3	11.85	—
3-3-83	11	5	—	—	—	—	—	—	—	—	7	7	42.10	1
3-17-83	11	2	—	—	—	—	—	—	—	—	—	—	—	—
4-7-83	11	2	—	—	—	—	—	—	—	—	—	1	1.75	1
4-21-83	11	2	—	—	—	—	—	—	—	—	—	1	1.31	—
5-5-83	6	2	—	—	—	1	1	—	—	1	—	4	42.46	2
5-19-83	1	—	—	—	—	—	—	—	—	—	—	—	—	—
6-2-83	5	—	—	—	—	—	—	—	—	—	2	—	—	—
6-16-83	5	—	—	—	—	—	—	—	—	—	—	—	—	—
6-23-83	3	—	—	—	—	—	—	—	—	—	—	—	—	—
7-14-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
8-11-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
8-25-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
9-8-83	5	8	—	—	—	—	—	—	—	—	8	—	—	—
9-22-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
10-6-83	14	17	—	—	—	—	—	—	—	—	23	—	—	—
10-20-83	14	17	—	—	3	1	—	—	—	—	4	7	44.82	—
11-3-83	9	26	—	—	—	—	—	—	—	—	20	—	—	—
11-17-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
12-1-83	12	42	—	—	—	—	—	—	—	—	13	3	29.59	—
12-15-83	12	42	—	—	—	—	—	—	—	—	45	5	95.71	—
1-12-84	14	40	—	—	—	—	—	—	—	—	18	1	7.49	—
1-26-84	14	40	—	—	—	—	—	—	—	—	38	12	93.71	—
2-9-84	13	29	—	—	11	1	—	—	—	—	12	2	9.90	—
2-23-84	14	31	—	—	11	1	—	—	—	—	22	5	34.53	—
3-8-84	9	25	—	—	—	—	—	—	—	—	13	2	13.44	—
3-22-84	8	25	—	—	—	1	—	—	—	—	1	21	183.95	—
4-5-84	7	6	—	—	—	—	—	—	—	1	—	—	—	—
4-26-84	7	6	—	—	—	—	—	—	—	1	1	1	2.00	—
5-10-84	9	10	—	—	—	—	1	—	—	—	8	—	—	—
5-24-84	9	10	—	—	—	—	1	—	—	—	1	5	35.54	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PIECE

REFERENCE MATERIALS ORDERED

WORLD BOOK ENCY. (2 VOL.) (1-20-83) $48.00 (PEC)

APPENDIX L
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 41294 (7-25-79) SCHOOL NAME: FICKETT ELEMENTARY

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-5-84	16	7	—	—	—	—	—	—	—	—	1	—	—	—
6-21-84	16	7	—	—	—	—	—	—	—	—	—	—	—	—
7-19-84	6	7	—	—	—	3	—	—	—	—	—	1	15.00	—
8-9-84	6	3	—	—	5	—	—	—	—	—	—	1	10.95	—
8-23-84	6	3	—	—	5	—	—	1	—	—	—	1	10.95	—
9-6-84	16	16	—	—	—	—	—	—	—	—	21	—	—	—
9-20-84	10	16	—	—	—	—	2	—	—	—	—	—	—	—
10-4-84	11	29	—	—	—	—	—	—	—	—	18	5	14.35	—
10-18-84	11	29	—	—	—	—	—	—	—	—	5	12	$3.54	1
11-1-84	7	23	—	—	2	1	—	—	—	—	—	5	41.92	—
11-15-84	7	24	—	—	2	5	—	—	—	—	7	14	536.60	—
11-29-84	5	19	—	—	—	—	—	—	—	—	17	3	17.37	—
12-13-84	5	15	—	—	—	—	—	—	—	—	4	6	72.31	—
1-10-85	4	10	—	—	—	—	—	—	—	—	—	—	—	—
1-24-85	4	10	—	—	—	—	—	—	—	—	—	4	30.49	—
2-7-85	4	26	—	—	—	—	—	—	—	—	20	2	17.61	—
2-21-85	4	26	—	—	—	—	—	—	—	1	11	2	17.61	—
3-7-85	4	23	—	—	—	—	—	—	—	—	1	3	42.80	—
4-18-85	3	9	—	—	—	—	—	—	—	1	—	1	2.95	—
4-22-85	3	9	—	—	—	—	—	—	—	1	2	5	46.55	—
5-2-85	7	8	—	—	—	—	—	—	—	—	10	1	10.95	—
5-9-85	—	—	—	—	—	—	—	—	—	—	—	—	—	—
5-16-85	7	7	—	—	—	—	—	—	—	—	5	—	—	—
5-30-85	7	12	—	—	—	—	—	—	—	—	5	—	—	—
6-6-85	7	12	—	—	—	—	—	—	—	—	—	—	—	—
6-20-85	8	14	—	—	—	—	—	—	—	—	3	—	—	—
9-17-85	8	14	—	—	—	2	—	—	—	1	3	5	35.60	—
8-15-85	7	7	—	—	3	—	—	—	—	—	—	7	57.05	—
8-29-85	7	7	—	—	3	—	—	—	—	—	—	8	61.00	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

WORLD BOOK ENCY. (20 VOL) (11-1-84) $433.00 (REC)

APPENDIX M
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY #44875(5-26-79) 44875(5-78) 42875(7-25-79) SCHOOL NAME: Whiteford Elementary

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-11-78	10	4	—	—	—	—	—	—	—	—	15	2	5.69	1
5-25-78	7	3	—	—	—	—	—	—	—	—	—	—	—	—
6-8-78	11	4	—	—	—	—	—	—	—	—	3	3	5.95	1
6-22-78	10	3	—	—	—	—	—	—	—	—	—	2	1.90	—
8-10-78	8	2	—	—	—	—	—	—	—	—	—	3	7.77	—
9-7-78	7	—	—	—	—	—	—	—	—	—	—	—	—	—
9-21-78	7	—	—	—	—	—	—	—	—	—	—	5	7.85	—
10-5-78	5	6	—	—	—	—	—	—	—	—	27	—	—	—
11-2-78	7	12	—	—	—	—	—	—	—	—	24	—	—	—
11-16-78	7	12	—	—	—	—	—	—	—	—	—	10	54.06	2
12-1-78	7	8	—	—	—	—	—	—	—	—	—	—	—	—
12-13-78	7	8	—	—	—	—	—	—	—	—	—	12	64.68	1
1-4-79	7	1	—	—	—	—	—	—	—	—	—	—	—	—
1-18-79	7	1	—	—	—	—	—	—	—	—	—	5	4.75	—
2-1-79	6	1	—	—	—	—	—	—	—	—	—	—	—	—
2-15-79	6	1	—	—	—	—	—	—	—	—	—	5	4.75	—
3-1-79	5	1	—	—	—	—	—	—	—	—	—	1	79.95	—
3-15-79	5	1	—	—	—	—	—	—	—	—	1	2	108.45	—
3-30-79	5	7	—	—	—	—	—	—	—	—	16	—	—	—
4-12-79	5	7	—	—	—	—	—	—	—	—	—	—	—	—
4-26-79	—	—	—	—	—	—	—	—	—	—	—	—	—	—
5-10-79	5	7	—	—	—	—	—	—	—	—	—	11	82.64	3
5-24-79	5	2	—	✓	—	—	—	—	—	1	—	—	—	—
6-7-79	—	—	—	—	—	—	—	—	—	—	—	—	—	—
6-21-79	5	3	—	—	—	—	—	—	—	—	4	—	—	—
6-28-79	5	3	—	—	—	—	—	—	—	—	—	3	11.85	—
7-25-79	5	2	—	—	—	—	—	—	—	—	—	9	18.75	—
8-9-79	5	2	—	—	—	—	—	—	—	—	—	—	—	—
8-23-79	3	1	—	—	—	—	—	—	—	—	—	—	—	—
9-20-79	8	2	—	—	—	—	—	—	—	—	19	1	2.50	—
10-13-79	12	18	—	—	—	—	—	—	—	—	24	4	5.00	1
11-1-79	17	32	—	—	—	—	—	—	—	—	31	19	80.59	4
11-15-79	14	21	—	—	—	—	—	—	—	—	—	4	13.92	—
11-29-79	19	31	—	—	—	2	1	—	—	—	13	9	37.99	1
1-2-80	19	27	—	—	—	—	—	—	—	—	14	26	69.78	2
1-10-80	13	20	—	—	—	—	—	—	—	—	—	23	97.87	2
1-24-80	14	21	—	—	—	—	—	—	—	—	25	26	106.34	2
2-7-80	4	6	—	—	—	—	—	—	—	—	—	10	137.23	—
2-21-80	9	8	—	—	—	—	—	—	—	—	9	10	137.23	—
3-6-80	7	16	—	—	—	—	—	—	—	—	16	6	11.46	1
3-19-80	10	18	—	—	—	—	—	—	—	—	27	13	76.45	2
4-3-80	5	16	—	—	—	—	—	—	—	—	—	1	1.25	—
4-17-80	6	32	—	—	—	—	—	—	—	—	18	2	11.20	—
5-1-80	4	32	—	—	—	—	—	—	—	—	—	18	95.23	6
5-15-80	4	45	—	—	—	—	—	—	—	—	51	19	101.52	7

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

COMPTON'S ENCY. (26 VOL) (2-7-80) $109.00 (REC)

APPENDIX M
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 42875 (7-23-79) SCHOOL NAME: Whitefoord Elementary 60

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
5-24-80	2	50	—	—	—	—	—	—	—	—	—	3	11.79	1
6-12-80	2	52	—	—	—	—	—	—	—	—	3	4	17.35	1
6-19-80	1	48	—	—	—	—	—	—	—	—	—	5	38.75	1
6-26-80	1	48	—	—	—	—	—	—	—	—	5	30	194.74	5
5-13-80	1	18	—	—	—	—	—	—	—	—	—	7	50.98	6
5-14-80	2	18	—	—	—	—	—	—	—	—	8	11	71.44	6
5-28-80	2	7	—	—	—	—	—	—	—	—	—	—	—	—
9-11-80	6	24	—	—	—	1	—	—	—	—	20	4	21.92	3
9-25-80	6	19	—	—	—	—	—	—	—	—	1	—	—	—
10-7-80	9	37	—	—	—	—	—	—	—	—	23	—	—	—
10-23-80	9	37	—	—	—	1	—	—	—	—	—	14	98.89	3
11-6-80	10	55	—	—	—	1	—	—	—	—	34	24	153.67	5
11-20-80	7	34	—	—	—	—	—	—	—	—	1	1	16.50	—
12-4-80	7	50	—	—	—	—	—	—	—	—	17	25	156.03	3
12-18-80	7	50	—	—	—	—	—	—	—	—	—	3	171.70	3
1-8-81	1	34	—	—	—	1	—	—	—	—	19	15	97.50	2
1-22-81	2	32	—	—	—	—	—	—	—	—	1	9	56.09	1
2-12-81	7	6	—	—	—	—	1	—	—	2	—	3	14.50	—
2-25-81	2	33	—	—	—	—	—	—	—	—	26	14	78.40	2
3-26-81	2	33	—	—	—	3	1	—	—	1	9	24	149.20	7
4-2-81	2	56	—	—	—	3	2	—	—	1	52	26	161.36	7
4-16-81	1	27	—	—	—	—	—	—	—	—	8	—	—	—
4-30-81	1	28	—	—	—	—	—	—	—	—	1	5	44.75	—
5-14-81	1	23	—	—	—	1	—	—	—	—	—	2	73.45	1
6-4-81	1	25	—	—	—	2	1	—	—	—	3	6	103.33	3
6-11-81	—	21	—	—	—	—	—	—	—	—	7	—	—	—
6-18-81	—	17	—	—	—	—	—	—	—	—	10	—	—	—
6-25-81	—	17	—	—	—	1	—	—	—	—	—	11	86.62	3
7-16-81	—	—	—	—	—	—	—	—	—	—	—	—	—	—
8-12-81	—	5	—	—	1	—	1	—	—	—	—	1	8.91	—
9-10-81	3	22	—	—	—	—	—	—	—	—	28	1	5.19	—
10-8-81	5	40	—	—	—	—	1	—	—	—	19	—	—	—
10-22-81	5	41	—	—	—	—	1	—	—	—	4	17	112.65	3
11-5-81	5	51	—	—	—	—	—	—	—	—	29	—	—	—
11-19-81	5	51	—	—	—	—	—	—	—	—	—	18	128.88	6
1-14-82	5	27	—	—	—	—	—	—	—	—	4	5	26.50	2
2-11-82	5	33	—	—	—	2	—	—	—	—	8	16	99.72	3
2-25-82	5	33	—	—	—	3	—	—	—	—	17	21	127.61	3
3-11-82	4	17	—	—	—	1	—	—	—	—	6	8	59.53	3
3-25-82	4	17	—	—	—	1	—	—	—	—	9	12	90.81	5
4-6-82	4	6	—	—	—	—	—	—	—	1	2	3	15.79	1
4-22-82	4	6	—	—	—	—	—	—	—	3	2	3	15.79	1
5-6-82	2	5	—	—	—	—	—	—	—	—	6	—	—	—
5-20-82	2	5	—	—	—	—	—	—	—	—	—	—	—	—
6-3-82	3	6	—	—	—	—	—	—	—	—	9	3	16.29	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: HOW MANY

REFERENCE MATERIALS ORDERED

APPENDIX M

ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 42875 (7-25-79) SCHOOL NAME: WHITEFORD ELEMENTARY 61

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
6-17-82	2	5	—	—	—	—	—	—	—	—	1	3	16.29	—
6-24-82	2	1	—	—	—	—	—	—	—	—	—	—	—	—
7-28-82	2	2	—	—	—	—	—	—	—	—	1	2	14.74	1
8-19-82	2	1	—	—	—	—	—	—	—	—	1	—	—	—
9-9-82	17	21	—	—	—	—	—	—	—	—	40	1	39.99	—
9-23-82	16	24	—	—	—	—	—	—	—	—	—	—	—	—
10-7-82	16	45	—	—	—	—	1	—	—	—	18	—	—	—
10-21-82	15	45	—	—	—	3	—	—	—	—	40	26	155.75	2
11-18-82	5	25	—	—	1	—	—	—	—	—	1	—	—	—
12-2-82	12	62	—	—	1	—	—	—	—	—	47	—	—	—
12-16-82	12	61	—	—	—	—	—	—	—	—	29	13	70.35	4
1-6-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
1-20-83	19	83	—	—	—	—	—	—	—	—	42	5	21.27	2
2-3-83	19	83	—	—	—	1	1	—	—	1	2	43	332.13	2
2-17-83	16	65	—	—	—	—	—	—	—	—	28	2	36.05	—
3-3-83	16	65	—	—	—	—	—	—	—	1	—	12	62.55	4
3-17-83	13	64	—	—	—	—	—	—	—	1	63	—	—	—
4-7-83	13	64	—	—	—	—	—	—	—	—	—	1	6.95	—
4-21-83	15	68	—	—	—	—	—	—	—	—	7	1	2.21	—
5-5-83	13	68	—	—	—	2	—	—	—	—	1	24	447.58	15
5-19-83	10	17	—	—	—	—	—	—	—	—	2	—	—	—
6-2-83	16	22	—	—	—	—	—	—	—	—	1	3	14.34	—
6-16-83	9	27	—	—	—	—	—	—	—	—	11	—	—	—
6-23-83	9	27	—	—	—	—	—	—	—	—	—	6	28.07	—
7-14-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
8-11-83	1	5	—	—	—	—	—	—	—	—	—	1	—	—
8-25-83	1	5	—	—	—	—	—	—	—	1	—	2	10.84	1
9-8-83	29	28	—	—	—	—	—	—	—	—	55	1	—	—
9-22-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
10-6-83	47	58	—	—	—	—	—	—	—	—	49	1	—	—
10-20-83	47	58	—	—	1	—	1	—	—	—	—	35	11.01	—
11-3-83	49	51	—	—	1	—	—	—	—	—	32	—	—	—
11-17-83	—	—	—	—	—	—	—	—	—	—	—	—	—	—
12-1-83	58	62	—	—	—	2	—	—	—	—	20	4	16.23	—
12-15-83	58	62	—	—	—	2	—	—	—	—	—	5	23.80	—
1-12-84	55	74	—	—	—	—	—	—	—	—	24	16	61.67	—
1-26-84	55	74	—	—	—	2	1	—	—	1	12	27	175.77	—
2-9-84	43	65	—	—	36	—	—	—	—	1	23	8	50.01	—
2-23-84	60	84	—	—	36	—	—	—	—	1	81	24	147.92	—
3-8-84	42	64	—	—	—	—	—	—	—	—	60	—	—	—
3-22-84	42	64	—	—	—	4	1	—	—	1	40	44	213.01	—
4-5-84	18	38	—	—	—	—	—	—	—	7	4	1	2.95	—
4-26-84	18	38	—	—	—	—	—	—	—	2	3	24	224.90	—
5-10-84	13	22	—	—	—	—	—	—	—	—	9	7	48.24	—
5-24-84	13	22	—	—	—	—	—	—	—	—	—	12	73.45	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: HOW MANY

REFERENCE MATERIALS ORDERED

APPENDIX M
ADJUSTED QUANTITY ORDERED TO ALLOW FOR CARRY-OVERS

AGENCY # 42875 (7-25-74) SCHOOL NAME: WHITEFORD ELEMENTARY

DATE	TITLES ZW	TITLES HB	BACKORDERS POL	BACKORDERS WR	CANCELLATION CAN	CANCELLATION OP	CANCELLATION TOS	CANCELLATION NOP	CANCELLATION NYP	CANCELLATION POS	QUANTITY ORD	QUANTITY REC	COST	NP
1-5-84	10	13	—	—	-	—	—	—	—	—	—	—	—	—
6-21-84	2	12	—	—	—	—	—	—	—	—	4	4	1.89	—
7-17-84	2	12	—	—	—	—	—	—	—	1	3	12	85.44	—
8-9-84	8	5	—	—	4	1	—	—	—	—	—	1	10.89	—
8-23-84	—	—	—	—	—	—	—	—	—	—	—	—	—	—
9-6-84	1	2	—	—	1	—	—	—	—	—	—	2	13.00	—
9-20-84	—	—	—	—	—	—	—	—	—	—	—	—	—	
10-4-84	—	1	—	—	—	—	—	—	—	—	1	—	—	—
10-18-84	—	1	—	—	—	—	—	—	—	—	—	—	—	—
11-1-84	—	1	—	—	—	—	—	—	—	—	—	1	5.95	—
11-15-84	—	1	—	—	—	—	—	—	—	—	1	1	8.95	—
11-29-84	—	92	—	—	—	—	—	—	—	—	92	—	—	—
12-13-84	—	92	—	—	—	—	—	—	—	—	—	—	—	—
1-10-85	42	92	—	—	1	—	—	—	—	—	—	—	—	—
1-24-85	42	92	—	—	1	33	—	—	—	—	10	18	158.25	—
2-7-85	42	94	—	—	—	3	—	—	—	—	55	4	45.64	—
2-21-85	42	59	—	—	—	4	—	—	—	—	8	20	121.83	—
3-7-85	31	46	—	—	—	2	—	—	—	—	2	8	109.41	—
4-18-85	20	51	—	—	—	4	7	—	—	2	—	11	103.06	—
4-22-85	20	51	—	—	—	10	8	—	—	2	18	14	124.78	—
5-2-85	55	64	—	—	—	1	—	—	—	—	104	1	9.95	—
5-9-85	55	64	—	—	—	1	—	—	—	—	—	3	48.95	—
5-16-85	56	61	—	—	—	—	—	—	—	—	—	1	4.95	—
5-30-85	56	61	—	—	—	—	—	—	—	—	—	1	4.95	—
6-6-85	56	61	—	—	—	—	—	—	—	—	—	2	26.95	—
6-20-85	56	63	—	—	—	—	—	—	—	—	1	2	26.95	—
7-17-85	55	62	—	—	1	11	3	—	1	2	—	57	605.73	—
8-15-85	28	13	—	—	5	1	2	—	—	2	8	4	53.07	—
8-29-85	28	13	—	—	5	1	2	—	—	2	—	22	91.77	—

ZW: PAPERBACKS
HB: HARDBACKS
POL: PUBLISHER OUT WILL SHIP LATER
WR: BACKORDER WILL SEND WHEN READY
CAN: CANCELLED AT PROCESSING CENTER
OP: OUT OF PRINT
TOS: TEMPORARILY OUT OF STOCK
NOP: NOT OUR PUBLICATION
NYP: NOT YET PUBLISHED (REVISED COPY COMING)
POS: PUBLISHER OUT OF STOCK
ORD: ORDERED
REC: RECEIVED
NP: NEW PRICE

REFERENCE MATERIALS ORDERED

Appendix N

Percentage of Titles Which Have Gone Out-of-Print in Children's Literature and Reference Materials Prior to 1980; Since 1980

	5-11-75 TO 7-25-79	8-4-79 TO 6-26-80	8-13-80 TO 7-10-81	5-12-81 TO 7-23-82	8-14-82 TO 7-14-83	5-11-83 TO 7-19-84	8-9-84 TO 8-29-85
WEST FULTON HIGH	QUANTITY ORDERED (1146) OUT-OF-PRINT (65) $\frac{65}{1146} = 5.7\%$		QUANTITY ORDERED (2988) OUT-OF-PRINT (150) $\frac{150}{2955} = 5\%$				
BURGESS ELEM.	QUANTITY ORDERED (475) OUT-OF-PRINT (18) $\frac{15}{475} = 3.8\%$		QUANTITY ORDERED (742) OUT-OF-PRINT (57) $\frac{57}{742} = 7.7\%$				
FICKETT ELEM.	QUANTITY ORDERED (464) OUT-OF-PRINT (17) $\frac{17}{464} = 3.7\%$		QUANTITY ORDERED (994) OUT-OF-PRINT (79) $\frac{79}{994} = 8\%$				
WHITEFORD ELEM.	QUANTITY ORDERED (345) OUT-OF-PRINT (2) $\frac{2}{345} = .6\%$		QUANTITY ORDERED (1432) OUT-OF-PRINT (111) $\frac{111}{1432} = 7.8\%$				

Percentage of Difference in the Ratio of Hardback Books to Paperback Books Ordered

WEST FULTON HIGH
% OF TOTAL BOOK BUDGET

DATES	HARDBACK TO PAPERBACK
1978-1979	73.5% TO 26.5%
1979-1980	81.7% TO 18.3%
1980-1981	76.8% TO 23.2%
1981-1982	75.2% TO 24.8%
1982-1983	75.2% TO 24.8%
1983-1984	86.9% TO 13.1%
1984-1985	76.6% TO 23.4%

BURGESS ELEMENTARY
% OF TOTAL BOOK BUDGET

DATES	HARDBACK TO PAPERBACK
1978-1979	72.1% TO 27.4%
1979-1980	87.3% TO 12.7%
1980-1981	92.7% TO 7.3%
1981-1982	74.0% TO 26.0%
1982-1983	74.5% TO 25.5%
1983-1984	84.8% TO 15.2%
1984-1985	98.7% TO 1.3%

FICKETT ELEMENTARY
% OF TOTAL BOOK BUDGET

DATES	HARDBACK TO PAPERBACK
1978-1979	78.5% TO 21.5%
1979-1980	61.6% TO 38.4%
1980-1991	87.2% TO 12.8%
1981-1982	61.3% TO 38.7%
1982-1983	74.8% TO 25.2%
1983-1984	84.7% TO 15.3%
1984-1985	90.2% TO 9.8%

WHITEFOORD ELEMENTARY
% OF TOTAL BOOK BUDGET

DATES	HARDBACK TO PAPERBACK
1978-1979	80.5% TO 19.5%
1979-1980	72.8% TO 27.2%
1980-1981	88.7% TO 11.3%
1991-1982	53.9% TO 16.1%
1982-1983	85.6% TO 14.4%
1983-1984	83.1% TO 16.9%
1984-1985	81.1% TO 18.9%

Appendix P

Percentage of Quantity of Titles Ordered

But Not Received

Traditional School Year	West Fulton High	Pickett Elem.	Burgess Elem.	Whitefoord Elem.
1978-1979	20.5%	40.9%	21.8%	18.9%
1979-1980	10.5%	17.3%	38.2%	8.6%
1980-1981	17.9%	24.9%	7.7%	15%
1981-1982	49.2%	36.2%	39.1%	18.1%
1982-1983	46.4%	23.1%	24.2%	49.8%
1983-1984	52.8%	71.5%	48.8%	45.1%
1984-1985	21.6%	42.2%	13.3%	41.4%